

**CAPITAL PRIDE
EXECUTIVE DIRECTOR
VACANCY ANNOUNCEMENT**

Summary

Capital Pride is seeking an individual to serve as its Executive Director. This position is seasonal in nature: it is part-time July thru December, and full-time January thru June. The Executive Director will have overall responsibility for the planning, management, and execution of all Capital Pride operations, activities, and events throughout the year. The Executive Director will report to an active Board of Directors, and have oversight responsibility for a staff of 3-5 people. S/he will also work collaboratively with community partners and volunteers to ensure a viable, relevant, and inclusive Capital Pride celebration for the entire metro-DC GLBT community and its allies.

Essential Duties and Responsibilities

The Executive Director is responsible for the successful execution of all Capital Pride related operations, activities, and events.

Specifically the Executive Director will:

- Identify, recruit, organize, and retain volunteers to support the planning and fulfillment needs of Capital Pride
- Manage personnel and recruit and train volunteer members of Capital Pride
- Work with a volunteer planning committee to plan and execute Capital Pride events and activities. This must be done in accordance with all organizational policies and procedures, and within all budgetary guidelines. The volunteer planning committee as well as the events and programming may be assisted and supported by additional staff members; if so, the Executive Director will be responsible for managing those individuals.
- Cultivate and manage relationships with community organizations and leaders
- Serve as the primary official public spokesperson for Capital Pride in media outlets and in the community
- Negotiate contracts and agreements with vendors and government agencies, and monitor progress and compliance of those contracts and agreements
- Ensure compliance with all government licensing and permitting agencies for all Capital Pride operations
- Support the Director of Marketing and Development in executing fundraising and effective marketing strategies
- Adhere to all organization operating policies and processes
- Establish plans to achieve goals set by the Board of Directors and implement policies and procedures, subject to approval by the Board of Directors
- Perform other duties as assigned by the Board of Directors Executive Committee

Core Competencies

Candidates must possess the following minimal requirements:

- Hold United States citizenship or be authorized to work in the United States
- A bachelors degree from an accredited college or university, or equivalent professional experience
- Show evidence of relevant professional or volunteer experience directly related to the essential duties and responsibilities

Preference will be given to candidates who possess the following skills, attributes, and experience:

- Experience working in or with community-based organizations, especially in roles that involve community organizing and/or volunteer management.
- Deep knowledge of and commitment to the metro-DC GLBT community
- Strong written and verbal communications skills and experience in media relations and marketing
- Ability to work effectively and collaborate with all segments of the GLBT community and our allies, including community partner organizations and volunteers
- Ease at handling multiple tasks and willingness to take a hands-on role to do the essential tasks required to ensure a successful Capital Pride celebration
- Experience working in a non-profit setting and with a direct reporting relationship to a Board of Directors
- Possess a strategic approach to the core mission and purpose of Capital Pride
- Capable of working in or using virtual office infrastructure, including email, web-based applications, and basic office computing software including but not limited to the Microsoft Office Suite

Non-Discrimination Policy

It is the policy of the Capital Pride Alliance, Inc. not to engage in discrimination against, or harassment of any person employed by or seeking employment, membership, partnership, or volunteer status with the Alliance on the basis of race, color, national origin, religion, sex, gender identity, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.

This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with all applicable State and Federal discrimination laws.

Compensation

Compensation for this position will be commensurate with experience.

Application Process

Interested individuals should email a resume and cover letter to Bernie Delia at bdelia@capitalpride.org by July 22, 2011, at 5:00 PM (EDT). Applications received after the deadline will not be considered.

Additional information can be found at www.capitalpride.org

Capital Pride Alliance, Inc., which conducts business as Capital Pride, shall not be held liable for any submission that is not received as a result of, but not limited to, technological failures, server errors, delayed receipt, or files that are deemed at risk to accept as a result of scanning with industry-standard anti-virus software. It is the responsibility of the candidate to confirm receipt of their application with the Capital Pride.