

Programs and Partnerships Manager



Position Details:

Atlanta Pride seeks a motivated, talented individual with event planning experience to assist with program planning and execution, small business partnership management, administrative and organizational projects, and general office work. Candidates will need excellent written and verbal communication skills and the ability to speak in public and in meetings with donors and partners. Prior event planning experience should include a wide range of events, including large-scale functions.

Under the direction of the Executive Director, the Programs and Partnerships Manager will:

- Plan, coordinate, and execute year-round programming in keeping with the organization's Strategic Plan and annual goals.
- Assist with the planning, coordination, and execution of the Atlanta Pride Festival.
- Support Atlanta Pride Fundraising efforts through managing APC's Small Business Partnership program from recruitment to recognition of Partners.
- Foster strategic relationships with other LGBTQ and allied organizations. Initiate or support co-programming as appropriate.
- Oversee the Atlanta Pride Events Committee, including the recruitment, training, and recognition of volunteers.
- Record and distribute minutes from Events Committee and Atlanta Pride Committee meetings.
- Support and execute the organization's communication plan, including the website, mobile app, electronic newsletters, and social media as directed by the Executive Director.
- Provide program assistance, advice and support to volunteers and the Executive Director.
- Provide administrative support as needed including ordering printed materials, documenting strategic and operational plans, and implementation of the data management system.
- Other duties as assigned.

The successful candidate for this role will exhibit a profound understanding of community organizing, social justice, and inclusion along with an understanding of issues important to LGBTQ and allied communities in Atlanta and the Southeastern United States. Interested candidates should submit a resume and cover letter answering two of the following three questions to jamie@atlantapride.org.

1. How should Pride organizations should play as advocates of change and engage in cross-movement work?
2. Where do you see the Pride movement heading in the next 20 years?
3. What are the biggest challenges and opportunities facing queer communities in the Southeastern United States?

Atlanta Pride provides a competitive salary and a comprehensive benefits package. The position is available May 22, but the start date is negotiable for the right candidate. Relocation expenses are not provided.