



## Director of Community Engagement

**Status:** Full-Time, Salary  
**Classification:** Non- Exempt  
**Reports to:** Chief Executive Officer

### **Organizational Profile:**

Pridelines Youth Services, Inc. dba Pridelines is a rapidly growing non-profit, 501c3, organization dedicated to supporting, educating and empowering South Florida's lesbian, gay, bisexual, transgender and queer/questioning (LGBTQ) youth and community in safe and diverse spaces to promote dialogue, wellness and to foster social change.

### **Position Overview:**

The Director of Community Engagement is responsible for engaging South Florida's LGBTQ community and their allies in Pridelines programs and services as participants and/or funders. This position is responsible for cultivating relationships with individual donors, corporate funders and sponsors, and granting agencies while also ensuring the success of all Pridelines special events and fundraisers. Additionally, this position will work on the development and implementation of a planned giving program. The Director of Community Engagement works with the Executive Team to develop a strategic plan to fund the organization's growth and to strengthen programs and services. The Director of Community Engagement provides leadership to the Community Engagement team – including the Community Engagement/Special Events Manager and the Community Engagement/Individual Gifts Manager. This position also oversees all agency marketing and public relations efforts.

**Responsibilities:** Primary roles and responsibilities include, but are not limited to:

1. Develop and implement fundraising plans for the organization in conjunction with the CEO, COO, and the Board of directors;
2. Assist the CEO and COO in creating a budget for the organization balancing programming requirements with realistic assessments of projected revenue;
3. Work with members of the board of directors and other volunteers to identify and cultivate prospective donors for the organization;
4. Create a Community Engagement Committee and provide leadership to the committee in pursuit of individual gifts/donations;
5. Create a Special Events Committee and provide leadership to the committee as they plan and implement all special events and fundraisers;
6. Works with the CEO, COO, department directors, and grant writer to identify, strategize, and write new grants.
7. Works with grant writer to managing and renew existing grant funding;
8. Participate as a member of the Executive Management Team in the planning and decision-making process;
9. Provide leadership to Community Engagement department staff;
10. Manage consultants related to development and marketing;
11. Maintain a timely and effective program of recognition for donors;
12. Participate in donor cultivation and recognition events;
13. Select, develop and evaluate departmental personnel;
14. Help to plan and implement social engagement opportunities;
15. Handle a variety of special projects and other related duties, as assigned;
16. Recruit, train, and manage all volunteer programs.

**Qualifications:**

- Minimum of 5 years of senior level development experience, including individual gifts management, grants writing, corporate support solicitation, and special events;
- Demonstrated direct responsibility for raising significant funds for other non-profit organizations;
- Knowledge of fundraising methods and success in principles;
- Familiarity with, and a passion for LGBT issues
- Personal qualities of integrity, compassion, positive leadership, "can-do" attitude, flexibility, a sense of humor, and the capacity to exercise discretion and independent judgment as well as work and as part of a team
- Understanding of working with diverse populations that leads to client centered support services
- Able to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Understands ethical behavior and business practices and ensure that own behavior and that of others is consistent with these standards
- Ability to travel and/or commute locally and long distances
- Willing to work evenings, weekends and weekdays
- Able to prioritize multiple projects and manage frequent interruptions
- Proficient in using technology as a reporting tool and experience working with information technology staff to develop and implement program evaluation and reporting systems
- Proficient computer skills and experience with Microsoft Office (required), Cross functional database systems, specifically Apricot (preferred)

**Application Process:**

Please submit a formal cover letter and resume as attachments on your email. We will not review incomplete applications. Given the number of applications we receive on a regular basis, we request that you follow up via email - no phone calls, please.

Materials may be submitted by email to [careers@pridelines.org](mailto:careers@pridelines.org).

For mail or fax, send to:

Pridelines  
Attn: Human Resources Department  
PO Box 014340  
Miami, FL 33101  
(305) 571-9602

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