



Communications & Partnerships Manager Job Description

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About Seattle Out & Proud (“Seattle Pride”)

Mission Statement

Create unity, honor diversity, and achieve equal human rights throughout our region and the world.

Our Purpose

We coordinate and promote LGBTQIA+ pride events in the Seattle area celebrating the present, envisioning the future, and honoring the past. As a non-profit organization, sponsorship and donations are used to offset expenses required to produce the year-round celebrations.

Seattle Out & Proud (referred to as “Seattle Pride”) is an organization of an Executive Director and staff, an engaged all-volunteer Board of Directors, and contracts outside of the organization for specific initiatives. Seattle Out & Proud is a registered 501(c)(4) organization and annually produces such events as the Seattle Pride Parade and Pride in the Park, as well as the quarterly Seattle Pride Magazine. We also provide grants and sponsorships to LGBTQIA+—serving organizations and initiatives, and work to increase LGBTQIA+ advocacy.

Job Overview

The Communications & Partnerships Manager helps identify, establish, and maintain mutually beneficial community partnerships, including procurement of corporate sponsors; and takes the lead on managing social media, blogs, eNewsletters, and advertising for both Seattle Pride and the Seattle Out & Proud Foundation. As Seattle Pride is a small (but mighty) team, our Communications & Partnerships Manager should thrive with autonomy, enjoy streamlining processes, and be an organization-obsessed, creative, and holistic thinker. Responsibilities include: identification of sponsor benefits by sponsor level, initiating and managing contract processes (including contract writing, tracking, and invoicing) to completion, maintaining a social media calendar, liaising with the Programs department and PR vendors, marketing activities, and other related duties. This position will also work directly with Seattle Pride staff, vendors, contractors, and Board Members, as well as



members of the public, elected officials and more.

About the Communications & Partnerships Manager Position

Employment Status

This is a full-time, salaried, position (1.0 FTE), not eligible for overtime.

Salary & Benefits

- Salary: \$60,000/year with a goal-driven bonus
- Health insurance: Employer provided, with employee contribution
- 401(k) Retirement Plan: Traditional (pre-tax) and Roth (post-tax) retirement contributions plus company contribution program
- Flextime Policy: employees have flexibility in scheduling their work day around their current duties/responsibilities within reason, to still meet the organization's needs and accommodate a work-life balance
- Hybrid Work Policy: employees can flex when they choose to work in-office and remotely, barring certain organization events and/or team meetings
- Unlimited PTO Policy: employees may take as much free time as they want as long as it does not interfere with their ability to complete their work

Reporting Structure

The Communications & Partnerships Manager reports directly to the Executive Director. They, like all other staff members of Seattle Pride, may occasionally be tasked with time-limited projects by other teammates to support the ongoing functions of the organization.

Office Environment

This position can largely be done remotely, especially during the COVID-19 pandemic, but for both efficiency and company cohesion, coordinating in-person office times with coworkers is important.

Street parking is often available immediately around the building, which is located on 1st Ave and James St. in Pioneer Square. The Pioneer Square Light Rail station is two blocks away, as is access to the WSDOT ferry system and West Seattle passenger ferry. Our office is on the 4th floor of a coworking space and is wheelchair accessible.

Responsibilities - Partners

- Maintain communication with Seattle Pride's existing community and corporate partners (sponsors)
- Advise the Executive Director on best practices in sponsorship acquisition and DEI practices
- Secure partnerships between partner organizations and Seattle Pride
- Own the contract process from start to finish (contract negotiation and finalization)
- Own the invoice process from start to finish (issue invoices to partners, track to payment)
- Collect and manage all partner collateral (logos, etc.) needed for Seattle Pride marketing materials
- Coordinate annual Partner Networking Event

Responsibilities - Communications & Marketing

- Social media planning and management, including content calendar, organic and paid content curation, ongoing community management, integrating strategies into events and communications efforts, and monitoring/tracking/reporting to drive growth and engagement
- Update the website (currently Craft CMS) with homepage sliders, community event listings, Seattle Pride programs, Board changes, etc.
- Draft blog posts
- Attend PR meetings with PR vendors and Seattle Pride team
- Write and edit news and feature articles for the quarterly Seattle Pride Magazine
- Develop photography shot lists and supervise contracted photographers at events
- Suggest best practices and process recommendations for communications management
- Create branded/thematic social media graphics
- Create print and media advertisements within set specifications

Requirements

*"Experience" comes in many forms which is why items in **bold** are requirements, and all else can be discussed on a case-by-base basis.*

- **Direct experience in a communications or sponsorship role, or related experience**
- **Actively committed to diversity, equity, inclusion both personally and in advancing Seattle Out & Proud's mission**
- **Access to your own laptop, cell phone, reliable internet, and reliable transportation**
- **Tech savvy, proficient in Google Workspace**
- **Working knowledge of Salesforce**
- **Working knowledge of Quickbooks or related software**
- **Ability to learn new programs and processes**
- **Ability to work with diverse and multi-disciplinary teams**
- **Self-starter who works well independently**
- **Excellent time-management and organizational skills, including ability to deliver work on time, on budget, and as promised**
- **Outstanding verbal and written communication skills, including active listening, ability to communicate effectively via phone, email, and in person**
- **Detail-oriented and efficient**
- High school diploma or GED equivalent
- Familiarity with nonprofits
- Familiarity with AP style
- Fast, proficient, and accurate typist (60+ wpm)

Statement on Equal Employment Opportunity

Seattle Out & Proud ("Seattle Pride") provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.