



# Position Description

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## *Vice President of Operations*

### **Organization**

Albuquerque Pride, Incorporated. In 1976 the lesbian, gay, bisexual, transgender, intersex, and queer/questioning community held the first LGBTIQ march. After many years of marches and parades, Albuquerque Pride, Inc. became a non-profit organization in 1996 and created the first PrideFest celebration. Our mission is to strengthen and affirm the lesbian, gay, bisexual, transgender, intersex, and queer/questioning community by offering education, outreach and advocacy through production of quality events.

### **Position**

This is an executive board position for a two year term. The election for vice president of operations is held in August of even numbered years. Position Elect is mentored by the current vice president of operations starting September first of the election year until they officially take the position on January 1st of the following year. This position manages the directors of Pride Parade & Candlelight Vigil, PrideFest, and Events. This position will resume the responsibilities of these positions if they become vacant. Position takes an average of 3-4 hours a week.

Reporting to the president, the Vice President of Operations (VPO) is responsible for leading and managing a comprehensive array of services and special events. The VPO will lead directors and more than 5 special event models across the city of Albuquerque. They will review on an ongoing basis services being offered and develop new special events as needs emerge. They will be responsible for all activities pertaining to licensure, human rights, personnel, finance, and contracts. The VPO will inform the president, and ultimately the board of directors, of all special event issues and accomplishments.

The VPO will partner with her/his peers while also being responsible for all special event planning, organizing, operating, and staffing. They are responsible for developing, implementing, and managing the special event aspects of the annual budget in conjunction with the treasurer and president. They are responsible for ensuring that Albuquerque Pride's services are in compliance with all federal, state, funding, and city regulations, certifications, and licensing requirements.

This position will have specific emphasis on PrideFest and all major events. This position is responsible for overseeing all aspects of PrideFest including the venue and its vendors, entertainment, sections and event logistics. Will also be responsible for overseeing the creation and direction of other pride events thought the year. These events will consist of both fundraising and non-fundraising events. Will also ensures marketing and budgeting coordination for both PrideFest and all major events.



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## Responsibilities

### Leadership, Governance and Oversight

- If there is not a governance committee, will work directly with the board of directors to recruit new board members.
- Provide effective and inspiring leadership, as well as stewardship, of Albuquerque Pride by being actively involved in all special events and services. Implement and lead a continuous quality improvement process throughout the special event and service areas, focusing on systems/process improvement. Promote regular and ongoing opportunities for all staff to give feedback on special event operations.
- Lead a high performing team of directors to the next level by further developing and implementing recruitment, training, and retention strategies.
- Ensure that all special event activities operate consistently and ethically within the mission and values of Albuquerque Pride.
- Prepare and submit an annual operational budget to the board of directors for review and approval, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Mentor and develop staff using a supportive and collaborative approach on a consistent basis.
- Ensure the continued financial viability of Albuquerque Pride's special event/service units through sound fiscal management. Provide programmatic leadership and input for all strategic planning processes with the president and staff.
- Carry out special assignments as requested by the president.
- During the absence and inability of the president to render and perform the president's duties or exercise the president's powers, as set forth in the organization's bylaws, the same shall be performed and exercised by the vice president voted as replacement; and when so acting, the vice president shall have all the powers and be subject to all the responsibilities hereby given to or imposed upon the president.
- Participate as a vital part of the board leadership.
- Serving as a trusted advisor to the president as they develop and implement Albuquerque Pride's strategic plan.
- Reviewing outcomes and metrics created by Albuquerque Pride for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings. Additional focus on identifying new opportunities and potential revenue streams for PrideFest and all major events.
- Approving Albuquerque Pride's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Partnering with the president and other board members to ensure that board resolutions are carried out.
- Being open to serving on committees or task forces and taking on special assignments.
- Representing Albuquerque Pride to stakeholders; acting as an ambassador for the organization.



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- Ensuring Albuquerque Pride's commitment to a diverse board and staff that reflects the communities Albuquerque Pride serves.

## **Fundraising**

- Albuquerque Pride Board Members will consider Albuquerque Pride a philanthropic priority. So that Albuquerque Pride can credibly solicit contributions from foundations, organizations, and individuals, Albuquerque Pride encourages board members to participate in all fundraising efforts.

## **Team Development/Management**

- Attend all board meetings in accordance with Albuquerque Pride's by-laws. Attendance is important to our success.
- Serve as the chair of any committee formed by this position.
- Provide a committee progress report to the board of directors.
- Board meetings will be held monthly and committee meetings will be held in coordination with full board meetings.

## **PrideFest and Other Event Production and Delivery**

- Relationship-building with key stakeholders.
- Air and ground travel arrangements.
- Establish staff schedules, task assignments equipment allocation to ensure conformance with department objectives and goals.
- Represent and deliver service excellence that is in keeping with the organization's brand.
- Determine fiscal requirements and prepare budgetary recommendations.
- Negotiate agreements with outside providers and subcontractors to ensure lowest cost and highest quality of service.
- Work closely with internal and external event planning committees and client groups to define event goals, objectives and specific implementation plans that promote the organizations brand.
- Establish communication protocols and operating procedures with planning committees, subcontractors and program staff.
- Source venues, recommend and engage catering, acquire supporting technology and coordinate development of materials to execute a quality event.
- Maintain a calendar of events and implement a system that enables and anticipates long-term planning and effective event management for the organizations meetings, conferences and events.
- Work closely with programs managers, committees and communications staff to effectively promote events to target audiences and obtain accurate event specifications.
- Work closely with communications, administration and finance staff to oversee and facilitate event registration processes.
- Oversee procurement purchasing and client service needs with regard to catering, audiovisual, security and rental needs for events.



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- Work with communications staff to develop brand, marketing labels and tools for events as required.
- Prepare event programs and confirm all necessary preparations are in order.
- Identify all aspects of event risk assessment and crisis management planning strategies. This includes, but is not limited to, security for the event.
- Supervise, direct and coordinate the activities of personnel, subcontractors and vendors as required to successfully execute all aspects of the event on the scheduled delivery day.
- Ensure speakers are briefed and prepared to provide effective presentations and materials.
- Troubleshoot and smooth issues relating to the successful execution of the event program.
- Work with communications staff to ensure that council events receive optimal media coverage.
- Conduct post-event debriefing sessions.

## Qualifications

- Must have been a key volunteer at any time during the previous year or have served on the Albuquerque Pride Board for one year prior to the election. The vote will be available to key volunteers and/or past and present board members that meet that requirement. If there are no candidates then the vote will be open to all applicants.
- Prefer at least 5 years of professional experience overall, with a preference of senior-leadership experience supervising seasoned staff operating multiple special events.
- Strong relationship builder and communicator with experience leading diverse work teams, developing an organization-wide strategy for special event excellence.
- Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and programmatic impact.
- Passionate about Albuquerque Pride's mission and able to promote and communicate the philosophy, mission and values of Albuquerque Pride to external and internal stakeholders.
- Proven negotiating skills with hotels, entertainers and other event vendors.
- Ability to develop professional relationships in all aspects of the position that result in stable, consistent, reliable, and courteous communication when dealing with other organizations.
- Ability to solve problems and work independently in a changing and multi-tasking environment with numerous deadlines.
- Excellent organizational, planning and project management skill.
- Ability to engage community partners.
- Team building experience and willingness to partner with the President and all board members.