

Job Title:	Director, Special Events	Job Class:	Director
Division:	Operations	Department:	Special Events
Reports To:	Executive Director	Term:	2 Years
Job Description			
<p>Position Summary:</p> <p>The Director of Special Events is responsible for planning, coordinating, and executing special events that raise funds for Pride Winnipeg and increase public awareness of the organization and its annual festival. This role develops creative event concepts, manages event logistics from conception to completion, and builds strong relationships with sponsors, donors, partners, and community members. The Director ensures that all special events reflect Pride Winnipeg's mission, values, and brand while meeting fundraising and engagement goals.</p> <p><u>Duties & Responsibilities:</u></p> <ul style="list-style-type: none"> ● Develop and implement an annual calendar of special events to support fundraising goals and raise awareness for Pride Winnipeg. ● Create innovative, inclusive, and mission-aligned event concepts that attract diverse audiences and stakeholders. ● Manage all aspects of event planning, including budgeting, scheduling, logistics, permits, vendor contracts, and staffing. ● Cultivate and maintain relationships with sponsors, donors, and community partners to secure event funding and in-kind support. ● Collaborate with the Marketing team to promote events and ensure consistent brand representation. ● Identify and pursue opportunities for collaboration with other organizations to expand event reach and impact. ● Manage event-related communications, including invitations, press releases, and post-event reports. ● Monitor and evaluate the success of each event, tracking attendance, revenue, expenses, and participant feedback to inform future planning. ● Ensure events comply with all applicable laws, regulations, and safety standards. ● Represent Pride Winnipeg at events and act as an ambassador for the organization in the community. <p><u>Skills/Qualifications:</u></p> <ul style="list-style-type: none"> ● Bachelor's degree in event management, marketing, fundraising, or a related field (or equivalent experience). ● Minimum three years of experience planning and executing fundraising or community events. ● Proven track record of meeting fundraising targets through events. ● Strong project management skills with the ability to handle multiple events and deadlines. ● Excellent communication, networking, and relationship-building skills. ● Experience in sponsor and donor relations, including securing event sponsorships. ● Creative thinker with the ability to design engaging, inclusive, and memorable events. ● Strong budgeting and financial management skills. 			



Pride Winnipeg Festival

- Ability to lead and motivate volunteers and staff.
- Proficiency with event management software and tools.
- Knowledge of the 2SLGBTQ+ community, culture, and issues is an asset.
- Ability to work flexible hours, including evenings and weekends, as required for events.

Last Updated On:	08-14-2025	Updated By:	Brittney Frias
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