

# Executive Director

Part Time (20 hours per week)

## **Position Summary:**

The Executive Director (ED) is the senior staff member of Pride Winnipeg, responsible for leading the day-to-day operations, supporting the strategic goals set by the Board, and advancing the mission of the organization. Reporting directly to the President, the ED acts as a trusted advisor and operational partner, managing staff, volunteers, and key programs while representing the organization in the community.

As a passionate advocate for 2SLGBTQIA+ communities, the ED brings leadership, organizational insight, and community-building expertise to help grow Pride Winnipeg's impact, visibility, and sustainability.

## **Duties & Responsibilities:**

- Execute the strategic vision and priorities set by the Executive Team and Board, ensuring all operations align with Pride Winnipeg's mission, values, and strategic plan.
- Serve as a key advisor to the President & Chair and volunteer leadership, representing the organization at public events, community forums, and media opportunities.
- Lead, mentor, and collaborate with a large volunteer operations team, including Directors, Coordinators, and Team Leads, ensuring teams are empowered to deliver their goals.
- Work closely with Festival Operations and Special Events leadership to plan and deliver the Pride Festival, Parade, and year-round events.
- Strengthen internal communication, workflows, systems, and cross-team collaboration to enhance organizational efficiency.
- Oversee financial management in collaboration with the VP Finance, including budget development, expense tracking, financial reporting, and maintaining transparency.
- Ensure compliance with internal policies and external regulations, while managing schedules, deadlines, and organizational documentation.
- Support grant initiatives by assisting with research, writing, submission, and managing deliverables tied to funding commitments.
- Collaborate with Fundraising and Sponsorship Coordinators to develop and steward donor, sponsor, and partner relationships, while exploring sustainable funding models.
- Champion equity, safety, and inclusion across all organizational activities, fostering a welcoming and inclusive environment for staff, volunteers, and the broader community.



## Pride Winnipeg Festival

### Skills/Qualifications:

- 5+ years of leadership experience in nonprofit, community organizing, event production, or advocacy environments
- Demonstrated experience managing volunteers and/or teams across diverse functional areas
- Strong understanding of 2SLGBTQIA+ communities, values, and intersectional challenges
- Excellent project management and organizational skills; able to juggle competing priorities and timelines
- Effective communicator, written, verbal, and interpersonal, across audiences and platforms
- Budgeting, grant writing, and financial management experience
- Collaborative, compassionate, and proactive leadership style
- Familiarity with nonprofit governance, public speaking, and media relations is an asset
- Lived experience as a member of the 2SLGBTQIA+ community is strongly encouraged

### How to Apply:

Please submit your resume and cover letter to **Brittney Frias, VP of People, Culture & Governance**, at [bfrias@pridewinnipeg.com](mailto:bfrias@pridewinnipeg.com).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

This position will remain open until filled.

**Pride Winnipeg is an equal opportunity employer committed to employment equity.** All qualified applicants will receive consideration for employment without discrimination based on race, colour, national or ethnic origin, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, disability, or any other protected ground under applicable legislation. Accommodations are available throughout the recruitment process upon request.