

Project Manager Job Description



The Organization

The Capital Pride Alliance (CPA), located in Washington, DC, is a nonprofit organization dedicated to serving the needs of the LGBTQ+ community all year long, through educational programs, major events, fundraising, outreach and advocacy, providing platforms for visibility, and supporting the work of our many community organizations and local businesses.

Overview

We are seeking a highly organized and detail-oriented Project Manager to assist with the planning, coordination, and execution of the World Pride 2025 Human Rights Conference, March, and Rally. This short-term contract role will be instrumental in ensuring the smooth delivery of key event milestones, helping to elevate the global conversation on human rights, equality, and inclusivity for the LGBTQIA+ community during this landmark event.

Responsibilities

1. **Event Planning and Coordination:**
 - a. Assist in the development and management of project timelines, budgets, and event logistics for the World Pride 2025 Human Rights Conference, March, and Rally.
 - b. Coordinate with internal teams, external vendors, and stakeholders to ensure that all aspects of the conference are executed seamlessly.
 - c. Assist VRS Meeting and Events in securing and confirming event venues, accommodations, and transportation for speakers, attendees, and staff.
2. **Stakeholder and Partner Management:**
 - a. Facilitate communication with conference partners, sponsors, speakers, and other key stakeholders.
 - b. Support the creation of partnership proposals and ensure partner expectations are met through regular communication and updates.
 - c. Act as the main point of contact for key stakeholders during the planning and execution phases of the event.
3. **Logistics and On-Site Event Management:**
 - a. Assist VRS Meeting and Events with the logistical elements of the conference including audio-visual, catering, signage, and accommodations.
 - b. Ensure proper set-up, operation, and breakdown of the event space, ensuring all technical and safety requirements are met, in collaboration with VRS Meeting and Events.
 - c. Support event staff and volunteers to ensure smooth execution of all event activities.
4. **Marketing and Communications:**
 - a. Collaborate with the communications team to create event materials, including event schedules, promotional content, and conference programs.
 - b. Assist in developing and executing the event's social media strategy, ensuring timely and engaging updates about conference progress.
5. **Budget and Financial Management:**

- a. Help track the event budget, ensuring all costs are within the allocated budget, and assist with invoice processing.
 - b. Provide updates on budget status and recommend cost-saving measures when necessary.
6. **Post-Event Evaluation:**
 - a. Assist with post-event evaluation and debrief sessions to identify areas of success and improvement for future events.
 - b. Collect feedback from attendees, speakers, and partners to assess overall conference impact.

Requirements

- Proven experience in project management, event coordination, or a related field.
- Experience working on large-scale events, particularly in a diversity, equity, and inclusion or human rights context, is highly desirable.
- Strong communication skills, both verbal and written, with the ability to engage stakeholders at all levels.
- Exceptional organizational skills and ability to manage multiple tasks and deadlines simultaneously.
- Ability to work under pressure and resolve problems quickly and effectively.
- Proficiency with Microsoft Office Suite, and event management software.
- Passion for human rights, diversity, and inclusion.

Duration

This is a short-term contract position with expected full-time hours leading up to and during the World Pride 2025 Human Rights Conference (June 4th –6th, 2025). And for the March and Rally taking place on June 8th, 2025.

Location

Washington, DC (with potential for some remote work leading up to the event)

Non-Discrimination Policy

As an Equal Opportunity Employer, CPA is committed to seeking the most qualified candidate for each opening without regard to race, age, color, national origin, sex, marital status, religion, political affiliation, personal appearance, sexual orientation, gender identity or expression, veteran status, disability, family responsibilities, matriculation, genetic information, employment status, or any other status protected under federal or D.C. law.

Application Process

Interested individuals should send the following to jobs@capitalpride.org. Application deadline is Friday, March 7, 2025.

- Current resume and cover letter
- Two writing samples