

THE POSITION:

The **Engagement Coordinator** will implement engagement, fundraising, and communications strategies, and produce the annual San Francisco International Queer Women of Color Film Festival and other events to strengthen QWOCCMAP's relationships and sustainability, and increase the impact of our work. This position is responsible for systems development and project management as the practical embodiment of QWOCCMAP values. This position needs a person who is passionate about development, communications, and events, and views these as core to programs and mission.

WHAT YOU CAN BRING:

Relationship & Engagement.

Demonstrated ability to develop trust and effectively manage good working relationships with staff and Board, volunteers, interns, consultants, funders, sponsors, community partner organizations, donors, filmmakers, activists, and audiences. Ability to represent QWOCCMAP in an ethical manner. Thoughtful interactions that point toward the ability to be accountable to community. Ability to develop creative solutions, participate in collaborative leadership, and work in a team to carry out decisions. Ability to recruit, train, and manage volunteers. Ability to build partnerships with other organizations. Community organizing skills such as planning meetings and collaborating effectively. Ability to receive and give constructive, nonviolent feedback. Emotional intelligence and experience with LGBTQ communities of color, other marginalized communities, and individuals from different backgrounds.

Exceptional communication.

Excellent writing and editing skills with a proven ability to craft clear, direct, and engaging communications for different audiences and a keen eye for proofreading. Ability to read, analyze, and interpret reports, studies, and news, and translate that analysis into accessible and impactful communications that reframe narratives and attract support. Comfort speaking over the phone and to groups, with strong listening and facilitation skills. Proficiency with and comfort using a variety of software platforms and the flexibility and ability to learn new systems that might be unfamiliar. Ability to safeguard sensitive information, and maintain discretion and confidentiality. Ability to ask for help when its needed.

Extraordinary organization.

Proven ability to prioritize complex work and set achievable goals, and remain diligent and accountable. Proven time management and strong administrative skills that demonstrate a high degree of organization. Proven ability to prioritize complex work and set achievable goals, forecast next steps/possible challenges, and remain diligent and accountable. Ability to develop and use plans and systems to manage concurrent tasks and projects to ensure completion and success. Project management skills to move teams and deliver final product of impeccable quality on deadline. Ability to consistently complete accurate, high-quality work through disciplined focus and strong time management. A strong work ethic, demonstrative initiative, and embrace of challenges. An eye for keeping track of details, and improving efficiency and effectiveness. Leadership capacity to assume a wide variety of responsibilities from being a team player to coordinating multiple projects to meet deadlines, while exercising sound professional judgment. Ability to manage alternating periods of quiet preparation with demanding and fast pace in a fun and transformative environment with a sense of humor and compassion.

RESPONSIBILITIES:

Leadership

- Support and model QWOCCMAP's mission, vision and core values, and an organizational culture that values developing each member of the team
- Foster a culture of philanthropy
- Collaborate with staff in making key strategy decisions for QWOCCMAP's future
- Participate in meetings and community events to strengthen deep roots within our community, internally and externally
- Coordinate: meetings and agendas related to development and communications; calendar of development activities; communications including promotion and outreach

Development

- Work with staff and Board to develop a strong, engaging, and strategic case for giving to expand the donor base and increase annual giving
- Implement annual development plan, and track, measure, analyze, and report on implementation in order to meet fundraising goals
- Manage relationships with donors, sponsors, in-kind supporters, community partners, volunteers, filmmakers, audiences, and funders with an emphasis on

their philanthropic goals, deep engagement, and relating the impact of their contributions

- Make direct asks requesting financial contributions from individual donors, community partners, advertisers, sponsors, and in-kind donations, and coordinate timely entry, tracking, acknowledgement, recognition, and receipts for contributions
- Support fundraising initiatives, campaigns, and events
- Coordinate research, preparation, and timely submission of fundraising documents including letters of intent, proposals, reports, funder updates, and sponsorship, donor, community partner, and promotional and campaign materials
- Ensure quality, integrity, and security of online CRM database with ongoing updates of donor information, notes, gifts, and contact details, creating reports, statistics, and mailing lists as necessary
- Learn and apply development practices to ensure that fundraising activities meet social justice values, ethical guidelines for the field, and policies for confidentiality, data safety, and legal compliance

Event Production

- Lead the planning, logistics, and production for the San Francisco International Queer Women of Color Film Festival, and special events such as giving days, donor discussions, phone banks, and house, volunteer, or launch parties
- Manage and implement all activities during the Film Festival and other events to ensure that they run smoothly and according to schedule/script
- Coordinate event schedules and planning timelines, and follow up on tasks and assignments, to ensure that production deadlines are met, all events have adequate staffing and support
- Coordinate, recruit, train and manage on-site event teams including volunteers, interns, Staff, and Board, to create a rewarding, professional, and cordial working experiences
- Facilitate relationships, coordinate, and convene community partner organizations to expand QWOCCMAP's service within the community
- Coordinate venue communication and logistics, and any outside contractors or vendors, and fill out venue and other paperwork contract to ensure smooth event production
- Use CRM database for volunteer applications, event and childcare registration, ticketing, promotion, badge lists, and check-in of filmmakers and guests, for the Film Festival, and other QWOCCMAP and 3rd party/peer-to-peer events

- Coordinate evaluation of event, including audience and volunteer surveys, as well as measurement of donations, in-kind support, sponsorship, community partnership, and advertisements to ensure that goals were met
- Create Safe, Welcoming, and Inclusive events through access intimacy including Scent-Free, childcare, ASL interpretation, catering, Crisis Counselors, and other forms of accessibility
- Coordinate any travel, lodging, and performance logistics for speakers, filmmakers, and other guests if needed

Communications

- Ensure that different audiences receive integrated, individualized, and appropriate communications based on interest through segmented lists in the CRM database, including program promotion and fundraising campaigns
- Coordinate content development from concept to completion, including editorial direction, copy editing, design, and timely production and distribution of consistent and up to date communications materials: including eblasts, qwocmap.org, social media posts, posters, postcards, and programs, blogs, website content, press releases, study guides, etc.,
- Develop high-quality and engaging content including personal stories from QWOCCMAP Filmmakers, donors, volunteers, community partners, and others, for different channels such as qwocmap.org, social media platforms, eblasts, and collateral materials (e.g. Festival Program)
- Manage communications needs, outreach, and promotion for events, including the Queer Women of Color Film Festival, ensuring documentation and promotion through video, photos, blogs and social media posts
- Coordinate planning, implementation, and evaluation of effective communications strategy that includes messaging, goals, and data to amplify QWOCCMAP's mission, spark awareness of programs, services, and impact, and galvanize engagement across different audiences
- Develop communications infrastructure including calendar and workflow, and CRM database of contacts, coverage, press kits, and archives
- Assist with preparation of talking points, speeches, presentations and other supporting material as needed
- Coordinate engagement of staff, board, and partners to boost promotion and outreach, and develop talking points, written communications, and graphics that reflect their unique voice
- Coordinate teams of staff, graphic designer, website developer, photographers, videographers & editors, vendors, interns, and volunteers, as well as editing and proofreading the work of these contributors

- Identify potential functionalities that would enhance the effectiveness of the qwocmap.org website and CRM database
- Collaborate across programs to create messaging, graphics, and campaigns that shift narratives about LGBTQ people of color and their multiple, intersecting communities, and position QWOCCMAP as a thought leader and unique voice
- Coordinate expansion, administration, and integration of systems and platforms that support our work (including NeonCRM, Canva, Airtable, Hootsuite, etc.)

QUALIFICATIONS:

We will train the right person to develop their leadership, engagement, fundraising, communications, event production, and project management skills.

Required

Degree, or demonstrated relevant experience in paid employment, volunteer work, or life experience, in areas related to this position including development, communications, community organizing, event planning, performing arts/film production, volunteer management, arts administration, writing, literature, or journalism, planning and logistics, customer service, project management, etc.

Flexibility to work evenings and weekends to meet the needs of the position, such as work during the International Queer Women of Color Film Festival weekend, and the ability to travel, conduct outreach, and represent QWOCCMAP at powwows, performances, and community events.

Desired

Prior experience with savvy use of technology, community outreach, writing, and fundraising/development. Knowledge of WordPress website design, email marketing, content production, or social media platforms. Experience with data analysis and databases/CRM systems. A talent for creating systems, and prior experience in planning, running, and executing a large event, conference, or meeting. Coaching and supervision experience, as well as a willingness to study and apply nonviolent communication.

ACCOMMODATIONS:

This position requires the staff member to work in an office environment, and additional work in community environments, such as nonprofit offices, theaters, or college classrooms. The office offers conditions with natural or LED light, and minor

noise from standard office equipment. This position requires the ability to sit and/or stand at a desk to work on a computer for hours at a time, and use a telephone to manage projects. Occasionally, there will be times to reach for, store, and retrieve boxes on shelves, as well as lift or carry boxes and other items. If necessary, QWOCCMAP will purchase chairs and other adaptive equipment to meet employee needs to perform the essential functions of this position.

Providing equal access to underserved populations is a core value of QWOCCMAP. Therefore, all of our programs and events are held at ADA-compliant locations. To successfully perform the essential functions of this job, an employee must be able to meet the majority of the demands of the work environment; reasonable accommodations will be made.

COMPENSATION:

This is a full-time non-exempt position working 40 hours per week at \$45,000 to \$55,000 per year, DOE. After the first year, and upon meeting performance goals, there are 2 paid mandatory breaks in which the entire QWOCCMAP office is closed for Winter (December 15 to January 15) and Summer (July 1-31). Additional paid holidays include Memorial Day, Labor Day, and Thanksgiving.

QWOCCMAP also offers benefits including \$2,500 a year in commuter benefits, and a retirement plan matched to 4% of salary.

QWOCCMAP also offers professional development, learning resources, and other growth opportunities such as professional coaching, access to LinkedIn Learning/Lynda.com courses, and conference attendance.

APPLICATION:

Please email a cover letter that outlines why you are interested in this job, what drew you to QWOCCMAP, and share examples of past experience related to relationship building, communication, and organization that makes you the ideal candidate for this position. Attach your cover letter with your resume and 3 writing samples to QWOCCMAP Managing Director, T. Kebo Drew, CFRE, at events@qwocmap.org with Engagement Coordinator in the subject line. Please send questions regarding this position to events@qwocmap.org or call 415-752-0868.