



# AFFIRMATION LGBT MORMONS FAMILIES & FRIENDS

## **OPERATIONS DIRECTOR JOB DESCRIPTION**

### **Duties**

#### Administration

- Work with the Executive Committee, Board, and Treasurer to develop an annual budget
- Receive and deposit funds
- Approve expenditures within parameters set by the Executive Committee
- Purchase necessary equipment and supplies
- Review contracts for venues, speakers or performers to assist the Executive Committee in making decisions about engaging the venues, speakers or performers
- Maintain membership and mailing lists
- Coordinate mailings
- Keep organizational/committee minutes, correspondence, and other records

#### Programs

- Maintain and communicate the organizational calendar
- Provide operational support prior to and during conferences and meetings
- Attend Executive Committee, Board and leadership committee meetings

#### Volunteer Coordination

- Work with the Executive Committee and Board to identify and prioritize volunteer needs
- Recruitment
  - inspire volunteers by articulating Affirmation's mission and vision and communicating ways that volunteers can participate in advancing that mission
  - identify volunteers with appropriate skills to perform needed tasks, and reach out to them to engage them
- Training

- meet with volunteers to make sure they understand and agree to Affirmation's mission, vision, and principles of operation
- as needed, show them how to accomplish delegated tasks
- develop and maintain volunteer and/or operational handbooks
- Supervision - follow up in a timely manner with volunteers to ensure they are accomplishing needed tasks
- Support
  - if volunteers are having problems accomplishing a task, help them to access the people or resources needed to accomplish it
  - execute volunteer recognition and/or gifts when appropriate and within the parameters set by the Executive Committee

#### Strategic Plan

- Provide operational support to organize and execute the triennial strategic planning meeting
- Work with the Board and other volunteers to develop and implement an accountability structure for the implementation of the strategic plan

#### Fundraising

- Grant writing
- Organize in concert with the Executive Committee and Board mid-year and year-end fundraisers and the donor dinner
- Communicate Affirmation's mission throughout the year and make effective use of social media to encourage ongoing donations to support the organization
- Major Donors
  - Train Board members and other members of the leadership team on how to ask for major donations
  - Assist in setting up meetings with major donors
  - With Executive Committee and Board, or individually as needed, meet with major donors
  - Manage communications and follow-up, and maintain positive relationships with major donors

#### Public Relations

- Work with the Executive Committee, Board, and other leaders to develop a messaging strategy
- Ensure all communications are consistent with Affirmation's messaging strategy
- Field calls/inquiries from the media and general public and relay them to the President and/or other appropriate officers

- Maintain a current list of media contacts, and cultivate relationships with key local and national media
- In consultation with the Executive Committee, Board and/or leadership team, draft and distribute press releases
- Under the direction of the Executive Committee, assist in outreach efforts within the LDS and LGBT communities

#### Community Outreach

- Manage the website and newsletter (Affirmation Messenger), and work with volunteers to ensure new content on a weekly basis
- Work with volunteers to design and implement engaging, enjoyable, and uplifting social media campaigns (Twitter, Facebook, YouTube) using multiple media formats (photo, video, audio, written word) that are consistent with Affirmation's mission and vision
- Maintain photo, video, audio, graphic art libraries, and back-ups of the website
- Oversee the work of web design and management professionals
- Organize and implement promotional campaigns for conferences, retreats, firesides, socials, and other events

Assist with any other tasks as the President, Executive Committee, and Board see fit

#### **Necessary Skills and Attributes:**

- Excellent written and oral communications skills
- Proficiency in English and Spanish and a working knowledge of Portuguese (and possibly other languages)
- Excellent diplomatic and people skills
- Familiarity with and love for the community of LGBT Mormons, their families, and allies throughout the world
- Understanding of and commitment to the mission of Affirmation
- Ability to compellingly articulate Affirmation's mission to the world
- Commitment to helping Affirmation be fully inclusive in terms of sex, sexual orientation, gender, gender identity, race, class, ability, age, relationship status, relationship with the Church, etc.
- Proficiency in online web management (WordPress, etc.), word processing, spreadsheet, and data tools
- Grant writing and fundraising experience
- Very strong organizational and time management skills and detail oriented
- Ability to work independently without a lot of supervision to coordinate many moving pieces and a variety of schedules and volunteers

- Strong team player who understands how to work with and report to an executive committee and board of directors