



# Twin Cities Pride

a minnesota nonprofit corporation

Job Title: Special Projects Manager – Button Program	Reports To: Executive Director
Department: External Relations	
Revision Date: July 2011	

## Position Overview

The Special Projects Manager shall serve as the key contact for all activities of Twin Cities Pride related to the Button Sales Program of Twin Cities Pride.

## Duties & Responsibilities

- Research and identify options and recommend possible partners for TC Pride Partner Button Program
- Create overall plan, including communication and marketing plans, for TC Pride Partner Button Program
- Create content for website and work with vendor for button sales
- Coordinate button sales events in various venues
- Work with Executive Director and others to determine materials and set up needed for successful execution

## Requirements

- Proven leadership and organizational ability
- Ability to work as part of a team
- Ability to professionally represent TC Pride with potential community partners
- Sales/Marketing experience
- High level of detail orientation
- Ability to prioritize and complete tasks in a fast-paced environment
- Ability to follow instructions
- Computer knowledge
- Excellent written, oral, and interpersonal skills
- Ability to think creatively and solve problems effectively

## Approximate Time Commitment

- 5 hours per week through May
- 10 hours per week in June
- Entire Pride weekend – June 25 and 26
- Wrap up in July

**NOTE:** This job description is not intended to be all-inclusive. Incumbent may perform other related duties as determined to meet the ongoing needs of the organization.

P O Box 2104, Loop Station Minneapolis MN 55402  
(612) 305-6900 [tcpride.org](http://tcpride.org)

It is the mission of Twin Cities Pride to commemorate and celebrate our diverse heritage, inspire the achievement of equality and challenge discrimination.