



Forum For Equality

Position Title	Managing Director
Purpose	The Forum Managing Director furthers the mission of the Forum For Equality Foundation (education and advocacy) and Forum For Equality Louisiana (grassroots organizing) by maintaining the Forum For Equality office, supporting Forum's agenda, and supervising staff and interns
Structure	Duties conducted primarily at the Forum For Equality office; requires schedule flexibility including some evenings and weekends; occasional travel within Louisiana
Compensation	Base salary of \$30,000 - \$36,000 (depending on experience and qualifications), plus performance bonus.
Funding	Position is supported by Forum For Equality Foundation and Forum For Equality Louisiana general funds

Recommended Skills, Qualifications, and Resources

- Knowledge of, and familiarity with, LGBT-related issues
- Knowledge of, or a strong interest in, Louisiana local and state politics
- Demonstrated commitment and ability to work well within and outside the gay, lesbian, bisexual, and transgender communities as an advocate for social change
- Comfortable working with persons from diverse backgrounds
- Articulate, detail-oriented, diplomatic, organized, and computer-literate
- Able to work independently and manage a number of simultaneous projects
- Experience with or strong desire to learn the following software programs:
- Microsoft Word, Excel, PowerPoint, QuickBooks, Desktop Publishing, donor/database programs, html
- Familiarity with Social Networking (Facebook, MySpace and Twitter)
- Comfortable with Public Speaking

Responsibilities

- Plan, organize and oversee the following events (including maintaining timeline/checklist):
 - Annual Acclaim Awards Gala
 - 12th Night Party
 - Membership Rush Parties
 - Quarterly Equality Club events; and,
 - Other seminars, meetings, rallies and pride events
- Coordinate multiple groups (volunteers and committees) including their activities and duties
- Assist, coordinate and serve as a resource to committees and chairs
- Assist with the preparation of monthly board meetings (e.g. copies, membership lists, communications, coordination, ordering of refreshments, etc)
 - Compose Managing Director report for monthly board meetings
 - Print/prepare financial reports for monthly board meetings
- Organize and keep track of organization's calendar (especially for purposes of strategic planning)
- Develop/Design Forum quarterly newsletter and other marketing materials; including soliciting advertisers, billing, printing and mailing
- Maintain, organize and update lists, records of membership, attendees tracking, contacts, and allied organizations
- Maintain clean and organized office, answer phone, and promptly respond to emails
- Plan candidate interviews and organize Forum's assistance to endorsed candidates
- Represent the Forum For Equality (e.g. government and non-government organizations, rallies, media, endorsement meetings, and meetings with allied organizations)
- Prepare weekly Calendar of Community Events email blast and solicit event information from LGBT organizations
- Develop and solicit to increase membership, including general memberships, higher-level donors (Equality Club), and corporate sponsorships
- Assist in applying for, implementing and maintaining files/reports for appropriate grants as directed by the Grants Committee
- Assist with the completion of Forum's income taxes, ethics filings, and other reporting requirements

- Financial support including AP/AR, expense reimbursement, bank reconciliation, Quickbooks, bank deposits, credit card payments/transactions; tax deductible letters to donors, etc.
- Develop and Implement Advocacy Strategy
- Coordinate communications with Public Advocates and Equality Advocates (EA's/PA's)
- Work with Political Director to ensure appropriate messages
- Other duties as assigned

Reporting Responsibilities

- Recommended Policy for Supervision of Managing Director (MD)

The MD will report to and is under the supervision of the Chair of FFE Foundation and Chair of FFE Louisiana. The two chairs will coordinate with each other verbally and/or by email in setting priorities and assigning tasks to the MD. In the event that the MD receives conflicting directives from the two chairs, she/he will notify by email both chairs of the conflict so that the chairs may remedy the conflict. In the event that the MD objects to the assigned task or prioritization of tasks, she/he shall still follow the guidance and directives of the chairs, at least until the time of the next board meeting, at which time the MD may appeal the matter to the entire board(s), whose decision will be controlling in the matter.

Maintain detailed time sheets

Developing, recruiting and interviewing of interns and volunteers

Contact

Please send resumés to (email) ffe@forumforequality.com or (fax) 504.523.8522.

Questions? Please call (504) 569-9156.