

Community Engagement. The Director of Community Engagement has the responsibility of establishing and growing relationships with LGBTQ+ and community organizations. In addition, this Director will organize and run Community focused events and activities. The IT Director's responsibilities include:

- Strategy. Create the Community Engagement Plan / Strategy for Capital City Pride and present / review with Board for approval.
- Strategy. Create the Community Engagement budget and provide to Board Treasurer to include in Board Budget.
- Strategy. Build a Community Engagement Project plan within Monday.com, review with Vice-Chair, and share with Board.
- Strategy. Work with other LGBTQ+ organizations, non-profits, organizations, and public entities such as the Greater Des Moines Partnership, Catch Des Moines, City of Des Moines, Polk County, and the State of Iowa with the focus of support, community partnerships, and LGBTQ+ awareness.
- Community Operations. Organize two (autumn / spring) community service projects that Capital City Pride Board Members will participate.
- Event. Responsible for the planning of the **Pride Walk** including development of rules, guidelines, and participant instructions by **October 31st** of each year. Also responsible for securing committee chair, communications with sponsors and greater community, online registration platform, layout of staging and parade lineup, and other support activities.
- Event. Responsible for the organization of the Capital City **Pride Parade** including development of rules, guidelines, and participant instructions by **October 31st** of each year. Also responsible for securing committee chair, communications with sponsors and greater community, online registration platform, layout of staging and parade lineup, and other support activities.
- Event. Oversee the **Storyteller event** including securing committee chair, storyteller coaches, securing speakers, securing the venue, working with Marketing and Communications to promote event, secure production, create programs, posters, and all related materials.
- Event. Oversee the **Speaker Series** including securing committee chair, securing 7 speakers (one autumn, and one speaker per month – January, February, March, April, May, June). In addition, secure one common venue for every speaker event, specify one day of the week (e.g., Wednesday or Thursday) to conduct the speaking event, and work with Marketing and Communications to promote event, secure production, create programs, posters, and all related materials.
- Event. Oversee the **Mr., Ms., Mx. Pride Pageant** event including securing committee chair, securing the venue, working with Marketing and Communications to promote event, secure production, create programs, posters, and all related materials.
- Event. Oversee the **Love is Love reception** event including securing committee chair, securing the venue, working with Marketing and Communications to promote event, secure production, create programs, posters, and all related materials.

- Event - Collaborate. With Iowa Safe Schools to produce the **Pride teen Zone** during Pride Fest Weekend.
- Event - Collaborate. With community organization, hospital, or other health related organization to produce the **Family & Youth Zone** during Pride Fest Weekend.
- Event - Collaborate. With LGBTQ+ organizations to produce the **I-Cubs Game** during Pride Week.
- Event - Collaborate. With REI or other outdoors company to produce the **LGBTQ+ Camp Out**.
- Event - Collaborate. With Des Moines Menace to produce the **Menace Pride Night**.
- Collaborate. with other community organizations and activities already taking place (Onelowa, Iowa Safe Schools, Gay Men's Chorus – drinks with chorus post event, for example)
- Collaborate. Develop relationship with other LGBT organizations for collaboration in community service and educational opportunities.
- Collaborate. Collaboration with Marketing, Communications, and IT to identify where support is needed.
- Document. Create new documentation or ensure all existing event documentation is current, which details all Director responsibilities, provided detailed event descriptions, policies, process, etc.