



## Job Description

# Community Engagement Manager

**Status:** Full-time, exempt

**Reports to:** Executive Director

**Committee Assignments:** Community Relations Committee and DEAI Committee

## About NYC Pride

NYC Pride works toward a future without discrimination, where all people have equal rights under the law. We do this by producing LGBTQIA+ Pride events that inspire, educate, commemorate, and celebrate our diverse community.

## Position Summary

The Community Engagement Manager, reporting to the Executive Director, plays a key role in building and sustaining meaningful relationships between NYC Pride and the diverse LGBTQIA+ communities it serves. This position is responsible for cultivating partnerships with community-based organizations, advocacy groups, cultural institutions, nightlife and entertainment partners, and city agencies to strengthen NYC Pride's year-round impact.

Working with Events, Volunteer, Development, and Communications teams, the Community Engagement Manager supports inclusive programming, community participation, and coalition-building across NYC Pride's events and initiatives. The role also manages community-focused programs such as Youth Pride engagement and the Pride Gives Back Grant Program, ensuring community partners are meaningfully integrated into NYC Pride's planning, visibility, and execution.

Through strategic outreach, partner stewardship, and data-informed reporting, the Community Engagement Manager helps translate grassroots energy into sustainable engagement while advancing equity, representation, and collaboration throughout NYC Pride's programming.

## Key Responsibilities

### Community Partnerships & Outreach

- Build and manage strategic partnerships with LGBTQ+ nonprofits, community organizations, schools, and service providers, including coordinating Youth Council meetings to inform Youth Pride and future programming.
- Cultivate and coordinate relationships with advocacy groups and city and state agencies to advance activism and legislative efforts, while tracking key LGBTQ+ events and milestones to guide NYC Pride's engagement.
- Establish relationships with nightlife culture, entertainment venues, promoters, music festivals, and athletic organizations to collaborate and increase year-round partnerships.
- Support the Executive Director and team in maintaining relationships with city agencies, local government and officials, and identifying external volunteer opportunities for NYC Pride's Members and Board of Directors.

- Increase community attendance and participation, coordinate activations and programming at NYC Pride's monthly events.
- Support coalition-building with grassroots orgs to ensure diverse representation and equity in NYC Pride programming.

### **Volunteer & Engagement Pipeline**

- Collaborate with the Volunteer Manager to connect community organizations with NYC Pride volunteer opportunities.
- Partner with the Development team to create clear pathways for volunteers and community participants to transition into long-term supporters and partners.
- Support initiatives that convert grassroots energy into sustainable engagement with NYC Pride.

### **Events & Program Support**

- Serve as a liaison between community partners and event teams to ensure successful collaboration and representation.
- Coordinate community engagement activities at marquee and micro-events (Youth Pride, Brunch, Road to Pride, etc.).
- Assist and support key partners' participation in NYC Pride during Pride week and weekend.

### **Pride Gives Back Grant Program**

- Manage the Pride Gives Back grant program lifecycle, including proposal solicitation, review coordination, and grantee acknowledgment.
- Plan and facilitate Pride Gives Back cohort meetings, ensuring meaningful engagement and program alignment.
- Partner with Events teams to integrate and highlight Pride Gives Back grantees across NYC Pride programming.
- Collaborate with the Communications team to promote the application process and elevate grantees through coordinated outreach and storytelling.

### **Data & Reporting**

- Maintain a community partnerships database.
- Track partnership activities, in-kind contributions, and community reach.
- Generate regular updates and reports for the Community Relations Director and Board committees.

### **Qualifications**

- 3–5 years of experience in community engagement, partnerships, nonprofit programming, advocacy, or a related field
- Demonstrated experience building and sustaining relationships with community-based organizations, particularly within LGBTQIA+ communities
- Strong understanding of the NYC nonprofit, advocacy, or cultural landscape
- Excellent interpersonal, communication, and facilitation skills
- Ability to navigate complex stakeholder relationships with diplomacy and care
- Strong organizational skills and comfort managing multiple projects simultaneously
- Experience working collaboratively across departments and teams
- Proficiency with Google Workspace and CRM/database tools (or ability to learn quickly)

**Salary:**

\$73,000 - \$78,000

**Commitment to Diversity**

NYC Pride is committed to fostering a diverse and inclusive workplace. We encourage applications from individuals of all backgrounds, including members of historically underrepresented communities, LGBTQIA+ individuals, women, people of color, and people with disabilities.