



PROMO JOB ANNOUNCEMENT Special Programs Manager

PROMO and PROMO Fund seek a Special Programs Manager to be responsible for organizing programs and trainings for our organization. The position will collaborate with other members of the team to develop short and long-term plans involving education, organizing, policy and outreach activities.

The Special Programs Manager will also work closely with the PROMO Executive Director, Field Director and SAGE of PROMO Fund Committee. SAGE of PROMO Fund strives to enhance the quality of life of lesbian, gay, bisexual, and transgender older adults through service, advocacy, and community awareness.

This role focuses on building support for LGBTQ equality and fairness through an intersectional lens, ensuring that PROMO and PROMO Fund have a rich base of support from the LGBTQ and ally community.

TO APPLY

Interested applicants should send a cover letter and resume VIA EMAIL ONLY to the attention of the Executive Director at apply@PROMOonline.org. **Resumes will be evaluated on a rolling basis, but those received by October 30, will be given priority consideration.** Interviews will begin immediately, and application will remain open and posted until the position is filled.

POSITION DESCRIPTION

Job Title: Special Programs Manager

Job Term: Full-time, salaried

Job Supervisor: Executive Director

Job Location: Locations across Missouri will be considered

Travel: 10% - 30%, depending on season

ESSENTIAL DUTIES AND RESPONSIBILITIES

Trainings and Education

1. Support the training team with recruitment, execution of trainings, and grant deliverables
 - a. Outreach to a diverse range of individuals and groups, with an emphasis on developing and maintaining relationships with key community stakeholders and leaders to build support for LGBTQ equality and fairness, including LGBTQ-inclusive policies and legal protections
2. Foundation Grant Support
 - a. Assist the Executive Director and Field Director with timely grant deliverables and reporting requirements

Event Management and Support

1. In partnership with the Executive Director and Development Director, assist with:
 - a. Implementation of plans for PROMO and PROMO Fund's events, including but not limited to gala/large in-person events, house parties, trivia nights, awards banquets, and online fundraising events.

SAGE of PROMO Fund

1. In partnership with the SAGE of PROMO Fund Committee, develop content specifically geared for elder gay, lesbian, bisexual and transgender adults.
2. Lead efforts to reach out to community partners as part of the SAGE monthly Lunch & Learn series, annual SAGE Table (an intergenerational gathering for the LGBTQ community), and the SAGE Summer Celebration to take place each August or September.
3. Provide an LGBT perspective to roundtables and coalition meetings that focus on the issues of aging in our society.

Culture, Environment, Team Collaboration

1. Facilitate a work environment that encourages knowledge of, and respect for, those of other cultures and backgrounds, including political perspectives.
2. Provide office management support to PROMO and PROMO Fund staff
3. Respond to urgent or unexpected communications needs with speed, emotional maturity, and good judgment.

REQUIRED QUALIFICATIONS AND EXPERIENCE

1. Commitment to equality for all LGBTQ persons, including both sexual orientation *and* gender identity.
2. Ability to educate and communicate with patience, even in unfamiliar and challenging environments, appreciating viewpoints other than your own.
3. Experience planning events for nonprofits or campaigns
4. Dedication to understanding and emphasizing intersectionality and racial justice within the movement.
5. Ability to develop and follow through on long-term, mutually agreed upon strategic plans with tangible, measurable results.
6. Ability to listen and receive constructive feedback.
7. Ability to maintain appropriate boundaries regarding the handling of confidential information and maintain standards of conduct.
8. Ability to work flexible hours, including evenings and weekends; availability to travel within the region and statewide. Must have access to reliable transportation.
9. Strong public speaking skills developed to facilitate interactive and engaging trainings and workshops

PREFERRED QUALIFICATIONS AND EXPERIENCE

1. Knowledge of, and experience working with, various levels of local and state government; lobbying; or working with political campaigns
2. Ability to manage the daily functions of an office
3. Experience working within the LGBTQ community or within LGBTQ advocacy; knowledge of how policy decisions affect the daily lives and decisions of LGBTQ Missourians

TYPICAL WORKING CONDITIONS

In our current environment, staff is encouraged to work remotely or physically distanced in our St. Louis office for the foreseeable future as we navigate our state's response to COVID-19. We will continually reassess as the environment changes, but our staff's safety and health are of paramount concern.

When we are more able to open, the Special Programs Manager will work inside an office with a collaborative, open-space set-up, as well as outdoors on occasion. Statewide travel is occasional; national travel to conferences is expected, but less frequent.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: continual walking, standing, climbing, stooping,

bending, kneeling, reaching, lifting, cutting, and carrying. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Extended hours in front of a computer screen and mobile phone screen are typical. Longer hours are required during peak campaigns, events, or response periods.

PROMO is a casual dress, fun workplace. The PROMO St. Louis office environment is collaborative and flexible to accommodate a strenuous campaign-based schedule. The building and office are accessible, secure, pet-friendly, and smoke-free.

COMPENSATION

Full-time, salaried position, with some travel. Competitive benefits package available, including medical, dental, life, and cell phone stipend. Flextime, PTO, and comp time available. Employer contributes a matching 3 percent into a SIMPLE IRA for each employee.

The salary range for this position is \$42,000 - \$49,000, commensurate with qualifications and experience.

ABOUT [PROMO](#)

PROMO is made up of two entities, PROMO, a 501(c)(4) organization, and PROMO Fund, a 501(c)(3) organization. PROMO is Missouri's statewide organization advocating for LGBTQ equality through legislative action, electoral politics, grassroots organizing, and community education. PROMO Fund promotes equality and protects the human and civil rights of LGBTQ people in Missouri.

PROMO is an equal opportunity employer that does not discriminate on the basis of race, color, religion, national origin or ancestry, sex or gender, sexual or affectional orientation, marital or familial status, disability, age, gender identification, health-related condition, association, or legal source of income.

People of color, people with disabilities, and members of other minority or underserved communities are encouraged to apply.