

## Job Description

# Executive Director Auckland Pride



**Position Title:** Executive Director  
**Reporting to:** Board of Auckland Pride Inc  
**Location:** Tāmaki Makaurau  
**Salary Band:** \$83,000 - \$113,000  
**Hours:** Full-time permanent or fixed-term  
**Start date:** Ideally April/May 2023 - negotiable

## He Angitūtanga The Opportunity

We're seeking a talented and passionate leader to build on significant growth and success, and lead our organisation into its next era.

This is an exciting and unique opportunity to lead an important takatāpui and rainbow community organisation in Aotearoa, and shape the future of Pride celebrations in Tāmaki Makaurau and across Aotearoa. This role will suit a motivated individual who is comfortable being a visible leader within takatāpui and rainbow communities in Tāmaki Makaurau, and across the country.

We have undergone a significant transformation with rapid growth, and are looking to strengthen our planning and processes, financial and operational management, and relationships with partners and funders to enable future sustainable growth.

The role involves working with other takatāpui and rainbow community organisations, government, and businesses to drive positive social, economic, cultural, and political outcomes for our communities. This is a challenging and fulfilling opportunity to make a significant difference in the lives of our communities through the largest Pride Festival in Aotearoa.

## Ngā Whetū Our Goals

### Key goals for the role are to:

- Passionately and strategically lead Auckland Pride
- Develop strong partnerships and funding relationships to ensure the financial stability of the organisation
- Effectively drive operational performance to ensure sustainability
- Direct and deliver Auckland Pride festivals in line with the vision of our communities and strategic plan

### Key Responsibilities include:

#### Organisational Leadership

- Support the development and evaluation of three-year strategic plans alongside the Board
- Operationalise the strategic plan through annual planning and budgeting
- Role model Auckland Pride's values in all aspects of leadership and strategic decision making
- Be an effective and passionate champion for takatāpui and rainbow communities
- Play a leadership role in collaboratively and strategically moving Auckland Pride forward in our journey toward upholding the values of Te Tiriti o Waitangi
- Develop and nurture relationships with key stakeholders across government, media, business, philanthropy, and communities
- Maximise the social, political, economic, and cultural impact that Auckland Pride has for our communities
- Be an effective and articulate spokesperson for Auckland Pride
- Ensure Auckland Pride presence at key events
- Work to develop mutually-beneficial relationships with mana whenua

## Operational Management

- Implement, review, and refine policies and procedures
- Ensure policies set by the Board are implemented and followed
- Manage all Auckland Pride staff and contractors. managing their progress, performance, and enabling their success.
- Review and update the organisational structure, ensuring a dynamic and flexible team that's fit for purpose
- In partnership with the Board, ensure that the organisation meets all legal requirements of an incorporated society and charity
- Lead a culture of good health and safety practice, identifying and mitigating areas of risk within its operations and major events
- Effectively identify reputational and organisational risks, working with the Board to swiftly evaluate and manage them
- Ensure that during the year, administration tasks including social media, the queer agenda, the website and other digital marketing platforms are kept up to date - maintaining a year-round presence

## Financial Management

- Apply for and oversee grant applications and accountability reports, building multi-year relationships with funding bodies
- Refine partnership frameworks and actively seek and maintain relationships with sponsors, partners, and prospective partners
- Manage Auckland Pride's finances as directed by financial management policies and the annual budget. Manage budgets, cash-flow, and basic accounting processes
- Diversify Auckland Pride's revenue streams, with a focus on emerging donations, public fundraising, private donors, and commercial revenue streams
- Work in partnership with the Treasurer to oversee the financial wellbeing of Auckland Pride, growing resilience and contingencies

## Direct the Auckland Pride Festival

- In partnership with the Creative Director, set the theme, key dates, and timelines for the Festival
- In partnership with the Creative Director, oversee the production and delivery of the Festival Marketing campaign
- Working with Festival Publicists, lead the communications strategy for the Festival
- Set the terms of engagement to participate in the Festival with community and event producers
- Create and implement initiatives that empower under-represented communities to participate in the festival.

## He Kōrero Mōu About You

We're seeking a motivated and passionate leader to take Auckland Pride into the next chapter. The successful candidate will have a high degree of integrity, be values-led, and see the opportunities we see for Auckland Pride to build up takatāpui and rainbow communities through arts and culture. Some of the skills and experience we're seeking are listed below. If this role sounds like you but you don't have all of these things, please put yourself forward - we would love to hear from you.

- Experience as a Chief Executive, Executive Director, or a member of a Senior Management Team with broad general management responsibilities, which could include reporting to a Board
- Strategic, financial, and operational planning experience - this could be for initiatives or projects, not necessarily at an organisational level
- Demonstrates a deep connection to and understanding of te ao Māori and tangata whenua and a commitment to learning and implementing tikanga, reo and matauranga Māori
- Commitment to grow understanding of the experiences and intersectionalities of takatāpui, Māori, Pacific peoples and rainbow communities
- Understanding of marketing, communications, fundraising, and event management
- Public speaking, advocacy, campaigning and media training beneficial, however training can be provided

## Ngā Āhuatanga Kei A Mātou What We Offer

Auckland Pride is a values-led organisation, with a mission to empower, celebrate, and serve the takatāpui and rainbow communities of Tāmaki Makaurau through advocacy, events, and creativity.

We provide a flexible working environment that accommodates people with disabilities and families, and acknowledges the realities of life. We have access to shared office space in Wynyard Quarter. This includes meeting spaces, cafe, printing, desk, and desk-set up. We provide opportunities for professional development and connection with key people and organisations across the arts, takatāpui and rainbow sectors, along with opportunities to connect with organisations outside of Tāmaki Makaurau.

## Ko wai mātou Who we are

The Auckland Pride Festival is one of the most culturally significant events in Aotearoa; with attendance close to 100,000 people each year across hundreds of events, and a national reach with social and political influence.

Auckland Pride has been established and is to be maintained to promote, facilitate and organise cultural events and activities, as part of the Auckland Pride Festival in Aotearoa for takatāpui and rainbow communities in order to:

**A. Support takatāpui and rainbow communities**

provide members of takatāpui and rainbow communities with the opportunity to participate in events and activities in an environment which recognises their particular needs, in particular by providing the opportunity for members of takatāpui and rainbow communities to celebrate and be proud of who they are in an open and inclusive environment;

**B. Support the wider communities:**

foster wider community recognition and respect for takatāpui and rainbow communities and promote social inclusion by developing the mana and standing of takatāpui and rainbow communities within the wider community, giving a voice to members of takatāpui and rainbow communities that are fighting for respect and equality and championing the elimination of discrimination of takatāpui and rainbow communities;

**C. Showcase diversity**

provide a platform to showcase and promote the creativity, storytelling and talent of takatāpui and rainbow communities with a view to sharing their struggles and challenges and bringing takatāpui and rainbow communities and wider communities together in a positive environment to foster growth, diversity and inclusion;

**D. Capability and capacity building**

fostering excellence, building capability and encouraging understanding within and between takatāpui and rainbow to build strong communities that recognise and support intersectional identities;

**E. Promoting equality**

where any sector or group of the takatāpui and rainbow communities is considered by the Board to be unequal or discriminated against, actively advocate for and support, such a group or individuals in ways that will facilitate positive change.

Auckland Pride is an Equal Employment Opportunity employer. We do not discriminate based upon ethnicity, religion, political or other affiliations, sex or gender (including pregnancy, childbirth, or related medical conditions), intersex status, sexual orientation, gender identity, gender expression, age, or status as a person with an access need or disability.