

We're Hiring: Event Director

Location: Frederick, MD | Application Deadline: August 15, 2025, 5:00 p.m.

Start Date: On or before September 15, 2025



Type: Full-Time | Reports to: Executive Director

The Frederick Center — LGBTQIA+ organization serving Central and Western Maryland — is seeking an **Event Director** to oversee the planning and execution of high-profile events, including our two-day **Frederick Pride Parade & Festival**, the **annual Prism Awards Gala**, and year-round outreach initiatives.


We are looking for a dynamic, mission-driven professional with a passion for LGBTQIA+ advocacy, excellent organizational and interpersonal skills, and a strong background in event management.

KEY RESPONSIBILITIES


-  **Frederick Pride Festival (35%)**
 - Coordinate with city departments (Planning, Parks & Rec, Police, etc.) to secure permits and approvals.
 - Lead the Pride Festival Planning Committee and its 11 subcommittees (e.g., Entertainment, Logistics, Vendors, Accessibility, Volunteers).
 - Ensure subcommittees are staffed, functioning, and meeting timelines; fill gaps as needed.
 - Facilitate regular planning meetings and communications.
 - Manage relationships with elected officials, sponsors, and the public.
 - Oversee day-of logistics, including setup and breakdown.
 - Develop and manage the annual festival budget.
-  **Frederick Pride Parade (35%)**
 - Coordinate with city departments to secure permits and approvals.
 - Lead the Pride Parade Planning Committee and its 6 subcommittees (e.g., Marcher Organization, Marketing, Logistics).
 - Maintain effective communication and coordination with all stakeholders.
 - Invite and coordinate attendance of public officials and community leaders.
 - Oversee all aspects of the parade's execution.
 - Develop and manage the annual parade budget.
-  **Annual Gala & Fundraiser (10%)**
 - Support the Director of Development and the Resource Development Committee in planning and executing the Prism Awards Gala.

-  Community Outreach & Programming (10%)
 - Identify and develop new event opportunities aligned with The Frederick Center's mission.
 - Collaborate with other directors to implement events that intersect with development, advocacy, or direct services.
-  Ongoing Event Oversight (10%)
 - Maintain clear documentation for all events under your purview.
 - Provide post-event reporting and evaluations to the Executive Director, including budget summaries and recommendations.

QUALIFICATIONS

-  Required
 - Bachelor's degree in nonprofit/business/public administration or related field OR at least five years of relevant experience.
 - Demonstrated success in event planning and team coordination.
 - Experience working with LGBTQIA+ populations and a strong understanding of equity and inclusion.
 - Ability to manage budgets, logistics, vendors, and volunteers for events of all sizes.
 - Excellent written and verbal communication skills.
 - Proficiency in Microsoft Office, Google Workspace, and event/project management tools.
 - Physical ability to lift up to 40 lbs and remain on your feet during major events.
-  Preferred
 - Experience working directly with marginalized communities (e.g., historically marginalized, low-income, substance use, domestic violence).
 - Knowledge of local, state, and national LGBTQIA+ resources.
 - Strong writing skills (e.g., grant applications, communications).
 - Experience navigating challenges with diplomacy and professionalism.

WE ARE LOOKING FOR

-  All Frederick Center employees must demonstrate:
 - A commitment to LGBTQIA+ equality, inclusion, and community-centered leadership.
 - Strong interpersonal skills and the ability to collaborate across differences.
 - A passion for social change and an understanding of intersectionality and systemic oppression.

WHY WORK AT THE FREDERICK CENTER

Join a mission-driven organization that is growing rapidly and making a meaningful impact on the lives of LGBTQIA+ individuals across Central and Western Maryland. Our workplace culture prioritizes inclusion, respect, and teamwork.



Compensation:

- \$58,000 per year (includes an optional stipend for health insurance, dental, and vision)
- Unlimited paid time off and sick leave
- Paid Cell Phone Plan

HOW TO APPLY

Before applying, we encourage you to explore our website to learn more about our mission and programs: www.thefrederickcenter.org.



To apply:

- Fill out the application at www.TheFrederickCenter.org/Careers
- Deadline: August 15, 2025, at 5:00 p.m.
- We aim to announce the selected candidate by September 15, 2025.

The Frederick Center is deeply committed to being an equal opportunity employer.

LGBTQIA+ individuals, women, people with disabilities, and Black, Indigenous, and People of Color (BIPOC) are **strongly** encouraged to apply.