



JOB DESCRIPTION: PROGRAM & MEMBERSHIP MANAGER

About GRANTMAKERS

GRANTMAKERS *of Oregon and Southwest Washington* is a nonprofit membership organization of grantmaking organizations. Our mission is to promote effective philanthropy in Oregon and Southwest Washington by providing members with the services and support they need to succeed. GRANTMAKERS members include private and family foundations, corporate foundations and giving programs, Tribal funders, government funders, community foundations and public charities and giving circles. Our work is focused on promoting best practices and responsible charitable giving, sharing information on issues impacting our sector and our communities, and bringing funders together as a learning community. To learn more about our organization, please visit www.gosw.org. Information about regional associations of grantmakers can be found at www.givingforum.org.

GRANTMAKERS staff work closely with the organization's Board of Directors and board committees that guide the programs and services offered by the organization. GRANTMAKERS has an annual calendar of over 40 educational activities and a biennial regional conference. Staff provide individualized services to members, support for funder networks, collaborate with partner organizations and represent the philanthropic community to external audiences.

This position is an opportunity to be part of an entrepreneurial and collaborative team. The successful candidate will be a self-directed, highly organized and solution-focused individual with a passion for GRANTMAKERS mission, a shared leadership style, strong interpersonal skills and a commitment to member service.

GRANTMAKERS is an equal opportunity employer and is committed to hiring staff that represent the communities we serve. Racial, ethnic, and religious minorities, LGBTQIA+ people, people with disabilities, and veterans are encouraged to apply.

Position Description

The Program & Membership Manager works alongside the Executive Director and Communications & Administration Coordinator as part of a small, dynamic, and highly-collaborative team. The Program and Membership Manager reports to the Executive Director.

Primary responsibilities include:

Program (70%)

- Develop, schedule, and execute educational programs and networking events tied to GRANTMAKERS' strategic directions in collaboration with the Executive Director and the Program Committee, including writing program descriptions for marketing materials. GRANTMAKERS typically offers 1-3 programs a month, as well as a large conference every other year.
- Work with Conference Committee to design and execute a biennial conference and secure conference sponsorships every other year
- Manage the work of a volunteer Program Committee, including scheduling meetings, drafting meeting agendas, coordinating committee work plans, and providing tools/resources to support program planning
- Develop specific programming for GRANTMAKERS Learning Exchanges, include the Family Foundation Learning Exchange and Corporate Funders Learning Exchange in partnership with the Program Committee (family foundations and corporate funders comprise the bulk of our membership base)
- Identify and solicit sponsorships for specific programs in partnership with the Executive Director
- Design and analyze post-event evaluations in SurveyMonkey and report results to Program Committee
- Staff all events and support the Communications & Administration Coordinator with event management and program logistics (securing venues, catering, AV, room set-up and tear-down, etc.)
- Occasionally attend member social events

Membership (25%)

- Manage the organization's annual membership renewal process
- Steward relationships with current members; onboard new members; and identify and conduct outreach to new member prospects in partnership with the Executive Director
- Manage the work of a volunteer Membership Committee, including scheduling meetings, drafting meeting agendas, coordinating committee work plans, and providing tools/resources around member recruitment and retention
- Process membership payments; track and report member dues revenue; and update and maintain the organization's member database in Salesforce
- Respond to member requests for resources and support
- Support development of new member and partner strategies
- Manage and support ongoing and emerging member Affinity Groups
- Conduct and analyze an annual survey of the membership

Administration & Other (5%)

- Provide support to *ninety-nine girlfriends*, a women's giving circle fiscally sponsored by GRANTMAKERS
- Other duties as assigned, including assisting the Executive Director and board of directors in implementing initiatives and special projects, as required, and shared responsibility for general office operations and management of office technology systems

Preferred Qualities, Experience, & Qualifications

- Subject-area knowledge of philanthropy and/or the nonprofit sector highly desired
- Program planning, special events coordination, and development expertise desired

- Knowledge of membership organizations and engagement strategies desired
- Excellent project management and organizational skills and the ability to work independently and as part of a small team to manage competing priorities in a fast-paced, solutions-oriented environment
- Customer service skills and the ability to develop and maintain collegial relationships with the staff of member organizations
- Strong written and oral communication skills
- Ability to work with and coordinate committees
- High level of ethics, diplomacy, and the ability to maintain confidentiality
- Commitment to GRANTMAKERS' principles of inclusivity and diversity in all programs and services
- Salesforce experience or familiarity with other CRM systems or databases
- Experience in a Mac-based environment, and with general office systems and software
- At least five years of progressively-responsible work experience, preferably in the nonprofit or philanthropic sector
- Bachelors Degree or demonstrated skills and expertise

Position may require periodic travel within GRANTMAKERS' service area and occasional work outside of normal business hours to staff special events; as well as occasional lifting/moving objects of moderate weight including boxes of supplies and meeting materials and arranging venue furniture. Valid Oregon driver's license required.

Compensation & Benefits

GRANTMAKERS offers a competitive compensation and benefits package. The work environment is collegial and casual. This is a full-time exempt position. Salary range \$50,000 - \$60,000 depending on experience.

To Apply

Please submit the following materials electronically (PDF preferred)

- A one-page cover letter clearly outlining the skills, experience and knowledge you bring to the job and how they are a good fit with the responsibilities of this position.
- A resume (limited to two pages) detailing relevant experience, work history and accomplishments.
- In a couple of paragraphs (no more than one page) please describe one or more experiences you've had working with a group of people. What key approaches do you think are important for a successful meeting or event?

Applications should be submitted to: resume@gosw.org.

Only applications submitted electronically will be considered. **No calls or other inquiries please.**

Confirmation of receipt of application materials and correspondence regarding next steps in the hiring process will be provided by email. Anticipated start date is prior to May 1, 2017.

Closing date: April 5, 2017