



POSITION ANNOUNCEMENT: Program & Network Manager
ORGANIZATION: Grantmakers for Education
LOCATION: Portland, OR

Organizational Overview

Grantmakers for Education (GFE) is a national nonprofit network of 280 foundations and corporate giving programs that are working to improve outcomes and opportunities in education. Organized in 1995, GFE provides professional development, research and networking to help these foundations and donors enhance the results of their grantmaking. At a moment when there is strong national momentum and investment in education, GFE is a dynamic organization that is evolving and growing to help the field of education philanthropy achieve greater impact.

Grantmakers for Education is committed to building the collective impact of our field, and we believe that collaboration is where real change takes root. To this end, GFE convenes three issue- and practice-based funder networks to help promote better aligned, more coordinated grantmaking and foster peer learning and exchange. While each of our funder networks has its own priority agenda and workplan, the networks use similar models and tactics for raising funder awareness, building knowledge and capacity, identifying effective practices and strengthening the networks of funders united by common aims.

Attracting and recruiting diverse candidates from a variety of personal and professional backgrounds is a high priority for GFE. We believe the diversity of people and organizations involved in GFE helps foster a learning environment that leads to greater analysis, deeper reflection and better decision-making. Driven by a passion for expanding educational opportunity, GFE believes a diverse team can better help the field identify ways of improving educational equity and excellence for all students.

Position Overview

The newly created Program & Network Manager position will play a key role in leveraging GFE's efforts to improve the craft of education grantmaking. This individual will serve in a dual capacity on the program team: coordinating two of GFE's funder networks – the Education Policy Working Group (http://www.edfunders.org/funder_networks/policy.asp) and the Working Group on Education Organizing (http://www.edfunders.org/funder_networks/wgeo.asp) – and supporting the design and implementation of some of GFE's web seminars and convenings. Based in Portland, OR, the Program & Network Manager will report to the Director of Programs and will work closely with the leadership of the Education Policy Working Group and Working Group on Education Organizing as well as GFE's other staff, and our national network of members. The Manager will also supervise the work of the consultant who coordinates GFE's third funder network, the Out-of-School Time Funder Network.

This position is a unique opportunity to be part of an entrepreneurial, diverse and collaborative team that is enhancing the impact of education philanthropy and working to improve outcomes and opportunities for all students. With a lean and dedicated staff of nine, the contributions of each team member are essential for us to achieve organizational success. As such, the successful candidate will be a self-directed, highly organized and solution-focused professional with a passion for GFE's mission, a facilitative leadership style, and strong interpersonal skills.

Primary Responsibilities

Support the activities of GFE's funder networks:

- Schedule, develop and facilitate conference call meetings of the funder network steering committees;
- In collaboration with the network leadership, develop an annual workplan that advances the network's goals and priorities;
- Support network leaders in developing and implementing GFE professional development and networking activities (conference sessions, workshops, web seminars, etc.);
- Develop materials and information for network members, including a quarterly e-newsletter and maintaining the networks' web pages;

- Coordinate funder network activities with other affinity groups active in the field;
- Assist in fundraising activities to support the networks' operations;
- Supervise the consultant who coordinates GFE's Out-of-School Time network;
- Ensure that funder network efforts align with the policies and mission of GFE and reflect our principles of inclusiveness and diversity of strategic approaches to education philanthropy.

Support the planning and execution of GFE programs, including online web seminars and place-based programs:

- Act as a point of contact for program-related questions;
- Serve as liaison with program speakers and organize speaker data for online and onsite program materials;
- Coordinate program logistics, including site logistics (meals, audiovisual equipment, etc.);
- Design small group sessions taking place at GFE's annual conference or other programs;
- Oversee contracts and relationships with program-related vendors;
- Manage program and registration reports;
- Assist the director of programs on tasks as assigned.

Qualifications

- At least 6 years of progressively responsible professional experience;
- Professional experience in the fields of education and philanthropy required, and knowledge of policy and community organizing preferred;
- Demonstrated ability to serve as an effective facilitator of groups and/or committees;
- Passion for and commitment to the mission of GFE and the success of its member organizations;
- Outstanding relationship-building and interpersonal skills, with a high degree of cultural competency;
- Excellent project management and organizational skills, with the ability to work independently and as part of a small team to manage competing priorities simultaneously;
- Team player with an entrepreneurial spirit, initiative, and the motivation and ability to collaborate within a fast-paced environment;
- Excellent written and oral communication skills and demonstrated high level of attention to detail;
- High level of ethics, commitment to quality, and strong sense of personal and organizational accountability;
- Ability and willingness to travel to GFE and partner programs (averaging 3-5 trips per year);
- Bachelor's degree or equivalent experience required; Master's degree in education, policy, or related field desired.

Compensation

GFE offers competitive compensation and an excellent benefits package (including fully paid health insurance and a generous employer retirement contribution), and a collegial, casual and flexible work environment.

To Apply

Please submit the following materials electronically (PDF preferred):

- (1) A cover letter to GFE's Executive Director, Chris Tebben, clearly outlining the specific skills and knowledge you'd bring to the job and how they are a good fit with the responsibilities of this position.
- (2) A resume detailing relevant experiences, work history and accomplishments.
- (3) In a couple of paragraphs (no more than a page), please describe one or more experiences you've had facilitating a group of people. What key approaches do you think are important for success?

Application materials should be submitted to: gfe.new.hire@gmail.com. In order to expedite the review, please type your name (Last, First) as the only contents in the subject line of your e-mail. Only applications submitted electronically will be considered. **No calls or other inquiries, please.** We will notify all unsuccessful applicants at the completion of our hiring process. Anticipated start date is January, 2012.