



Associate, Network Relations and Operations

FLSA Classification: Exempt

Salary Range: \$85,000 - \$100,000

Location: Washington, DC (Hybrid)

Reports to: Senior Director of Strategy & Special Initiatives

Date: March 2024

About The Philanthropic Collaborative for Education (PCE)

The Philanthropic Collaborative for Education was established in 2008 as The National Public Education Support Fund, part of the Leeds families of philanthropies, to serve as a community of engaged education funders and advocates to support the Alliance for Excellent Education.

Today, The Collaborative is a national hub for convening and connecting influential leaders in education philanthropy with advocacy, research, policy, and practice. Networks hosted at and/or supported by The Collaborative include: the Education Funder Strategy Group, Data Funders Collaborative, Global Science of Learning Network and Grantmakers for Thriving Youth.

The Collaborative strengthens, convenes, and catalyzes networks of philanthropy to advance the equitable and racially just education and systemic policies and practices that create the conditions every learner needs to achieve, thrive, and succeed in a globally diverse society.

Overview of Position

We are seeking an Associate, Network Relations and Operations to advance projects and manage operations for The Collaborative's networks. Reporting directly to the Senior Director of Strategy and Special Initiatives, the role requires strong project management and administrative skills, experience planning and managing onsite meetings and events, leadership, and relationship building with diverse high-profile actors in the nonprofit and philanthropic sectors.

The role entails a hybrid work arrangement, combining remote work with onsite presence for events, requiring travel approximately 2-3 times per month.

Responsibilities

Administration & Logistics:



- Provide high-level administrative and project support to network teams and organizational leaders, including meeting scheduling, arranging travel, providing overall logistics support, event planning and outreach, and detailed project management.
- Manage virtual and in-person events such as conferences and convenings, including guest lists and invitations, catering, technology, location arrangements and execution.
- Organize agendas and materials for steering committee meetings, monthly calls, quarterly meetings, and special events.
- Work in coordinated partnership with network lead consultants including weekly call agenda development, providing occasional facilitation, and other responsibilities as needed.
- Maintain the coordination of the annual events calendar and learning agendas across networks

Member Engagement & Relationships:

- Manage and track member information and participation
- Create engagement reports and analysis
- Develop and maintain relationships with funders and members
- Support networks with outreach and set up of working groups, as needed, including tracking progress & creating work plans
- Support proposal development and reporting for network membership and grants
- Help to onboard new members
- Conduct research on foundations' interests and potential network alignment, including potential new funders and current members
- Respond to inquiries in a timely manner

Financial Operations:

- Coordinate invoices, contracts, and transactions, and vendor relationships as needed
- Track budgets and communicate issues to team
- Manage grant requirements and deadlines for each funder

Technology/Communications:

- Assist with website design, user experience and website content
- Serve as trusted resource for technology set-up and troubleshooting for meetings & events



- Provide effective data management and support for grant reporting, tracking, and membership management
- Support the creation and management of content for LinkedIn, MailChimp (email campaigns), and blog posts
- Support the design of and amplify social media posts
- Support and maintain a process that provides continuous learning, communication, and data collection across the organization and networks
- Communicate professionally with a large and diverse network of high-profile actors and their staff/organizations

Project Management:

- Create strategies to complete projects
- Build systems and structures to help with process organization and efficiency
- Manage several priorities across the organization and balance network needs
- Lead, guide and assist coordination of project tasks
- Proactively manage and coordinate vendor relationships

Experience and Qualifications

- Bachelor's degree or equivalent required. Master's degree preferred.
- Minimum 3-5 years of professional experience in a similar role or relevant field.
- Proficiency with technology including: Microsoft and Google suites; database CRM management, MailChimp and virtual meeting and communication technologies such as Zoom.
- Excellent interpersonal skills and the ability to communicate with influential individuals, written and spoken.
- Experience planning virtual and in-person events such as conferences, convenings, workshops, meetings, dinner meetings, etc.
- Self-motivated problem-solving skills and situational leadership, including the ability to develop novel approaches to solving problems and think on your feet.
- Ability to work independently in a small and fast-paced virtual environment and in person.
- Understanding of the American education context, its historical and current challenges including issues related to equity, democracy, philanthropy, and the role of major institutions.
- Demonstrated commitment to diversity, equity, and inclusion.



- Deep support for The Collaborative's mission and ability to act as its representative and ambassador.
- Experience working in the nonprofit and/or philanthropic sectors, administering budgets or managing professional networks is a plus.
- Experience with fundraising, grant development and/or grants management.

Salary Range and Benefits

The salary range for this full-time exempt position is \$85,000-\$100,000, commensurate with experience. Benefits include health, dental, vision, and life insurance, 403(b) retirement savings plan with annual employer discretionary contribution, paid holidays, and a generous annual leave allowance.

Travel Required

This position involves travel for onsite events approximately 2-3 times a month, subject to change based on the network's and organizational requirements.

Physical Requirements

Must be able to lift 25 pounds at times and access and navigate each department at the organization's facilities.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To Apply

Interested candidates should submit a resume, cover letter, and a one-to-two-page sample of your work (memo, brief, correspondence, etc.) through our online application platform.

EEO Statement

The Collaborative provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.