

Position Opening: Program Manager

About Grantmakers for Education

Grantmakers for Education (EdFunders) is the nation's largest community of organizations, staff, trustees and individual donors in education philanthropy. EdFunders members make up a diverse network of almost 300 public, private and community foundations, and others that provide charitable support to causes across the education spectrum. We support our members to work toward equitable and just educational systems where all learners can thrive. We are a compass to help members navigate their work, a stimulus for collective action and a champion for positive change in education.

It is an exciting and inspiring time to join our team as we position the organization to exceed the expectations and needs of members and continue to develop programs and services that focus on the most critical education matters ahead.

EdFunders offers a culture of committed team members working towards a common cause, competitive wage and benefit options and generous vacation policies. While our workplace is virtual, we function as a tightly coordinated team.

For more information about our work and results, visit www.edfunders.org.

About the Opportunity

Working closely with the program director, the program manager will ensure that all EdFunders members are well-served by a robust, diverse, ongoing set of program offerings. The successful candidate will work both independently and collaboratively to create, offer and evaluate the success of all EdFunders programming. The role requires the ability to think strategically and to be hands-on in program execution. The successful candidate will blend an understanding of philanthropy, trends in the field of education, and principles of adult learning into a program agenda that builds knowledge, connection and opportunities for generative ideation and collective action among members and other education leaders.

Specifically, the program manager will:

- Support the program director to manage a portfolio of projects by co-creating and implementing comprehensive project plans.
- Support the execution of programs by creating communications materials (e.g. editing speaker bios and headshots, creating PowerPoint slides for speaker and program presentation, writing text copy for website, emails and newsletters).



- Attend in-person and virtual meetings and events.
- Plan, schedule and lead prep calls for programs and create supplemental materials (e.g. runs of show) where needed.
- Act as a point of contact for program-related questions for members, partners and other parties, including serving to manage logistics (e.g. share event details with speakers, collect speaker information, coordinate schedules, track travel).
- Manage the programs email inbox; route and respond to questions and comments.
- Ensure that the logistical details for successfully executing all programs and events are attended to in a timely, detailed and organized manner.
- Support with program evaluation (e.g. creating and disseminating surveys, aggregating responses, analyzing data) and the continual improvement of program design.
- Manage the program schedule and calendar of events.
- Lead and conduct thorough research projects (e.g. technology options for virtual events and venues for in-person events) when needed and communicate findings to the program director in a timely and detail-oriented manner.

Candidate Profile

The ideal candidate will have many, though perhaps not all, of the following competencies, skills and characteristics:

- Deep commitment to racial justice and education equity.
- Excellent interpersonal skills and ability to build and steward relationships with members and partners.
- Strong project management skills and attention to detail, deadlines and follow-through, including with program and event coordination.
- Superior communication skills (writing, editing and presenting).
- Proficiency in Microsoft Office suite (Excel, PowerPoint, Outlook and Word). Proficiency with Salesforce and Asana is a plus.
- Ability to thrive in a virtual environment as part of a small, close-knit team.
- Willingness to travel approximately 20% of time to in-person programs and staff retreats.
- Embrace an entrepreneurial culture and opportunity to try new strategies and build new partnerships.
- Model curiosity about trends that affect our members as well as major issues and key leaders in the field of education.
- Previous experience in philanthropy is preferred.

Compensation and benefits

The compensation range for this position is \$80,000-\$90,000 and includes a comprehensive benefits package that includes 100% employer coverage for individual health insurance, generous and flexible PTO and an annual 401k contribution.



How to apply

Candidates should email a cover letter and resume to jobs@edfunders.org. The position is open until filled, with a targeted start by July 2024.

Grantmakers for Education is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+, and other underrepresented applicants. Our organization acknowledges that not everyone experiences the same barriers to success in the workplace, and we are committed to supporting the advancement of people of color in the workplace.

Diversity, equity and inclusion are key values for Grantmakers for Education. These values allow our board, staff and members to be their best selves and experience the richness of our collective strength. It is through this strength that we increase our individual and organizational capacity to achieve our vision for an inclusive society by supporting an equitable education system. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to: racial equity, accessibility for individuals with disabilities, use of gender inclusive language and cultural sensitivity.

