

JOB ANNOUNCEMENT



FUNDERS' COMMITTEE FOR CIVIC PARTICIPATION

PROGRAM MANAGER

Location: Austin, Texas or Washington, DC

ABOUT FCCP

Established in 1983, the Funders' Committee for Civic Participation (FCCP) exists to promote civic participation as a key to making our democracy work. We serve leaders in the philanthropic community working to further this vision with heightened attention to issues of equity and historically disenfranchised and under-represented communities. Our members support nonpartisan efforts to engage voters, eliminate structural barriers to voting, advance reforms to improve government and electoral systems, and inspire public involvement in civic life.

FCCP has more than 70 institutional members and many additional philanthropic colleagues who regularly participate in its programming. Increasingly, FCCP connects with other funder networks to expand the field by helping them integrate civic engagement activities into their work. Member-driven and field informed, FCCP provides civic engagement grantmakers with programming and networking opportunities that serve as a stage for showcasing innovative ideas; a forum for strategic dialogue and collaboration; and a resource for civic participation research, tools and news.

FCCP is a Council on Foundations-recognized philanthropic affinity group that is fiscally sponsored by NEO Philanthropy, a 501(c)(3) public charity which operates grantmaking, technical assistance, and strategic planning programs for institutional and individual donors interested in social justice and human rights.

POSITION SUMMARY

FCCP is looking for an experienced professional with a strong understanding of the importance of a healthy democracy to become its Program Manager. This new position will work with the Program Director to manage FCCP's external programming to expand and inform the field of civic engagement grantmaking and create the space for dynamic strategy discussions. The person who will thrive in this position will be a mission-driven extrovert with the proven ability to create and implement strategic program plans, manage projects, build and sustain successful relationships, write persuasively and listen effectively. They will be an exceptionally well-organized team player who knows how to think big yet is not above managing the day-to-day logistical and administrative details needed to make this position a success. Strong program or organizing experience in a social-justice setting and/or within the philanthropic community is essential to this mid-level position, as is the ability to work efficiently as a member of a small close-knit (and sometimes virtual) team. The Program Manager will report directly to the Program Director, work closely with the Executive Director, and collaborate with operations and communications staff and Steering Committee members. This position will also develop and supervise an internship that will assist with various functions of the job.

ESSENTIAL DUTIES

The Program Manager will fulfill the following responsibilities by working closely with FCCP's Program Director, the Executive Director and the FCCP Steering Committee.

- Manage the FCCP First Monday Discussion Series, including:
 - Coordinate the development of the series calendar, discussion goals and agendas
 - Coordinate speaker preparation
 - Manage the participant registration process
 - Facilitate virtual meeting logistics
- Support FCCP convening agenda development and execution, including the planning of specific sessions and events
- Manage FCCP's State Infrastructure Funders Table and provide support to the FCCP Money in Politics Working Group, including:
 - Work with staff and consultants to create and implement working group work plans
 - Facilitate communications, virtual meeting logistics and materials in coordination with working group leadership and consultants
 - Track and brief FCCP staff on relevant developments in the field
 - Work with FCCP staff and working group leadership to provide integration and connection between working group and other FCCP programs
- Manage FCCP communications in coordination with the Communications and Operations team, including:
 - Research, write and design program content for the FCCP newsletter and other special communications
 - Update and maintain programmatic aspects of the FCCP website, database and email lists
- Provide logistical support to all of FCCP's programming
- Supports the Executive Director's management of the Steering Committee
- Supports the Program Committee in implementing its annual work plan
- Additional projects as assigned

QUALIFICATIONS

Skills and Experience

- Three to six years of related experience in philanthropy or on civic engagement, public policy, democracy and/or social justice issues
- Experience implementing innovative programs, organizing and managing events and cultivating relationships with key stakeholders
- Strong leadership skills with the ability to interact with various constituents such as philanthropic colleagues, community organizations and high-profile individuals
- Proven experience working with leaders and organizations from communities of color and other historically marginalized communities
- Knowledge of how to develop processes and protocols that monitor timeliness, efficiency and outcomes of multiple projects according to a plan
- Strong meeting facilitation skills
- Event coordination experience

- Experience supervising interns
- Excellent oral and written communication skills; strong editorial skills
- Proficiency in MS Word, Outlook, Excel; Internet savvy
- Familiarity with online meeting/event tools (Adobe Connect, GoToWebinar, etc), e-newsletter tools (MailChimp), CiviCRM database, Drupal web platform and desktop publishing software a plus

Attributes

- Demonstrated commitment to the principles of a vibrant and inclusive democracy
- Strategic thinker with outstanding interpersonal skills including the ability to listen effectively
- Energetic team player with high standards of excellence and a willingness to do what it takes to get the job done
- Excellent judgment, tact and discretion. Emotionally mature with a sense of humor and grace under pressure
- Demonstrated capacity for effective teamwork with ability to work virtually across multiple time zones
- Proven ability to manage multiple projects, priorities, and deadlines while maintaining excellent attention to detail
- Ability and willingness to travel occasionally

COMPENSATION AND LOCATION

Salary is commensurate with experience. FCCP offers an excellent benefits package that includes medical insurance, paid time off and employer-paid contribution to retirement. This position will either be located in FCCP's Austin, Texas office or work remotely in Washington, DC.

APPLICATION PROCESS

Please send a one-page cover letter, a resume with your salary history, and the names of three references to rmachado@funderscommittee.org with "Program Manager" in the subject line. Your cover letter must address your qualifications and state why you are interested in working at FCCP. *An application document that is bundled into one PDF and does not exceed four pages is preferred.*

Dates to know:

- Applications are due by 5pm Pacific Time on Wednesday, July 1st.
- Two rounds of interviews will be held between July 13th – 31st.
- Preferred start date is Monday, August 17th.

To learn more about FCCP, please visit us online at www.funderscommittee.org.

FCCP is an equal opportunity employer.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

