



POSITION: Program Manager

DEPARTMENT: Member Services

REPORTS TO: Director, Member Services

Small foundations represent half of all foundation giving in the United States. ASF's mission is to enhance the power of philanthropy by providing small foundation donors, trustees, and professionals with peer learning opportunities, resources, and a collective voice in and beyond the philanthropic community.

Our Culture: Small-staffed philanthropy is agile, responsive and close to the ground. It is rooted in personal passion and delivers powerful results for countless communities across the nation and around the world. To support this style of philanthropy, ASF seeks in its staff highly collegial, ethical, bright, and ambitious individuals with a commitment to high quality work. As part of a small, nimble organization, ASF staff must be comfortable wearing many hats. ASF values and rewards performance.

Member Services at ASF: The Member Services Department works nationwide to:

- Create and share the knowledge small-staffed philanthropists need to excel—in all phases and aspects of their work.
- Foster rich connections between members and their peers, ASF, relevant trends and resources.
- Document, proclaim and celebrate, the power and impact of small-staffed philanthropy.

ASF's Educational Programs Team, part of the Member Services Department, develops a wide range of peer-learning opportunities for members and the greater small-staffed philanthropy community.

The position: The Program Manager is responsible for piloting and managing ASF's newly retooled local engagement initiative, which includes multiple series of peer-learning and connecting programs hosted in targeted cities across the country. A cornerstone of the local engagement initiative is working in close collaboration with ASF member leaders and volunteers, colleague organizations, and funding partners. This position is also responsible for strengthening and coordinating ASF's strategy for general member engagement and volunteer management.

The Program Manager is a member of the Educational Programs Team and works in concert with others in the Member Services, Development, Marketing & Communication, and Operations departments, as well as ASF's senior staff.

Responsibilities

- Recruit, orient, and manage member volunteers to lead peer-learning and connecting programs in their local communities in collaboration with ASF colleague organizations and/or funding partners.

- Produce educational programs from beginning to end, including managing partners, coordinating meeting logistics, advising on marketing, managing budgets, developing new or building on core curricula, identifying and coaching speakers, and reporting on program metrics.
- Manage the pilot local engagement initiative with the goal of developing a broader strategy to take the program to scale in additional cities across the country.
- Capture lessons learned from the local engagement initiative, as well as other past and present ASF programs and initiatives, to refine and inform ASF's strategy for general member engagement and volunteer management.
- Participate in creating tools and resources to leverage self-guided learning and web-based technology in support of the long-term management of member volunteers.
- Report to ASF senior staff, member committees, and/or board of directors on progress of the local engagement initiative in achieving strategic goals of the organization.
- Become increasingly knowledgeable about small staffed foundations and ASF members, and recommend educational content and delivery methods that meet their needs and interests and align with ASF's overall mission and strategies.

Requirements

- Demonstrated experience in developing, managing, and growing volunteer engagement strategies and initiatives.
- Proven track record in successful project management and special event planning, marketing, budgeting and reporting.
- Professional experience developing curricula for, planning, and executing educational programs for adult learners.
- Exceptional interpersonal relationship and group facilitation skills with the ability to work flexibly with many different leadership and working styles, and provide high-quality customer service.
- Demonstrated ability to be a self-starter, and work effectively both independently and in a team.
- Excellent communication (in writing and verbally), analytical, and organizational skills, and a strong attention to detail.
- Ability to prioritize and work well under deadline, with both short-turnaround and longer-term projects.
- Highly proficient with Microsoft Office Suite; experience with databases and social media; capacity to learn about and adopt other relevant technologies to advance the work of ASF.
- Bachelor's degree with 4 or more years of relevant work experience.
- Previous experience in the nonprofit sector is required. Previous experience in philanthropy and/or national associations is strongly desired but not required.
- Ability to travel (approximately 25% of time).

Please e-mail cover letter, resume, and salary history/expectations to hr@smallfoundations.org (Subject: ASF Program Manager Position). Incomplete applications will not be considered. While we value initiative, we cannot field phone calls regarding the position. Applications must be received by October 26, 2012. However, applicants are encouraged to apply as soon as possible.

ASF is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

For more information about ASF, visit www.smallfoundations.org