



POSITION ANNOUNCEMENT: Program Director
ORGANIZATION: Grantmakers for Education
LOCATION: Portland, OR

Organizational Overview: Grantmakers for Education (GFE) is philanthropy's knowledge source for achieving results in education. Its mission is to improve the knowledge, networks and impact of education grantmakers to help them improve student achievement and opportunities.

Founded in 1995, GFE is a national network of over 250 foundations, corporate giving programs, and individual donors; its members represent a diverse and experienced cross-section of grantmakers working to strengthen programs, systems and institutions from pre-kindergarten through higher education. GFE is committed to bringing philanthropic attention and resources to bear on the most urgent educational issues confronting our nation. One important way that GFE can help funders be effective is by proactively and deliberately bringing diverse perspectives and experiences to the table in discussions about possible strategies and solutions.

GFE provides professional development, information, and networking to help foundations and donors enhance the results of their grantmaking, including: workshops and convenings, from web seminars to its highly-rated national conference; information sharing, including a regular electronic newsletter, GFE-sponsored case studies, research, and reports; member-driven study groups and briefings; networking through GFE's web-based member directory; research, and consultation. GFE believes that attention to 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 by grantmakers.

Position Overview: Leading the program staff team, managing the work of consultants, and providing staff support to GFE's Program and Conference committees, the Program Director will ensure program quality and growth in response to member needs. She/he will work with GFE's Executive Director, staff team, board members, and volunteers to manage strategic initiatives and develop programs and services, including GFE's annual conference. The Program Director plays a vital role in developing and managing all of GFE's programming, designing thoughtful and provocative meetings and seminars where grantmakers can explore new trends in education and identify the best leverage points for their work as grantmakers.

Based in Portland, OR, the Program Director will report to the Executive Director and, as a senior leader of GFE, help to shape the vision and future direction of the organization. With a dedicated staff of five, the contributions of each team member to the organization's mission are essential to the overall success of GFE. Thus, the successful candidate will be a self-starter with a collaborative approach to leadership, deep commitment to GFE's mission, and an open, inclusive work style.

This position is a unique opportunity to be part of an entrepreneurial, fun, and collaborative team that is enhancing the impact of education philanthropy.

Responsibilities include:

- **Program Development and Management:** Lead the GFE program team, overseeing staff and consultants executing programs. Provide quality control and oversight, using program evaluations and member input to strengthen GFE's program and identify new opportunities. Work with GFE's staff and Program Committee to develop and implement programs and services for education funders across the country to help strengthen their effectiveness as grantmakers. Work collaboratively with planning committees and with partner organizations to develop provocative and engaging learning and networking opportunities.

- **Annual Conference:** Direct all aspects of GFE's annual conference including managing decisions and staff regarding site selection, program theme and design, budget development and management, fundraising, volunteer coordination, marketing, and site management.
- **Strategic Initiatives:** Work with the Executive Director to guide strategic initiatives, ensuring that they are responsive to current trends in education philanthropy and well-integrated with other GFE activities. Provide project management for selected high-priority initiatives.
- **Operations Planning and Coordination:** Develop an annual operating plan for GFE to coordinate programs across the organization's major work areas and identify synergies across activities. Oversee GFE's member survey administration and analysis, identifying opportunities for organizational improvement.
- **Staff Management:** Mentor and support staff members to enable them to take on progressive levels of responsibility and ownership. Assist Executive Director in organizational strategy and development.
- **Knowledge Gathering and Dissemination:** Gather, synthesize and analyze emerging knowledge about education philanthropy and integrate it into GFE's programming.

Qualifications:

- At least 8 years of progressively responsible professional experience, including knowledge and experience in the fields of education and/or philanthropy; experience in an entrepreneurial nonprofit environment preferred.
- Passion for and commitment to the mission of GFE and the success of its member organizations.
- Friendly, flexible attitude that enables people to bring their "whole selves" to the work environment; commitment to honoring diversity in its various forms; interest in learning from others.
- Comfort working and leading in a non-hierarchical, team-based environment where all employees' contributions are highly valued.
- Exceptional management skills, with the ability to motivate and bring out the best in others.
- Strong background in program design, with experience designing and facilitating group processes.
- Excellent project management and organizational skills, with the ability to work independently and as part of a small team to manage competing priorities simultaneously.
- Outstanding relationship-building and interpersonal skills, with a high degree of cultural competency.
- Strong judgment, with the ability to decide and act independently while also ensuring alignment with the organization's values and priorities.
- Experience in and excitement about constituency services.
- Demonstrated ability to serve as an effective facilitator of groups and/or committees.
- Excellent written and oral communication skills and demonstrated high level of attention to detail.
- Bachelor's degree or equivalent experience required; Master's degree in education, policy, or related field preferred.
- Ability to travel nationwide to attend GFE programs and meet with members (averaging 7-9 trips per year).

Driven by a passion for expanding educational opportunity and recognizing that deep achievement and attainment gaps exist between students of different races/ethnicities and different means, GFE believes that a commitment to diversity can better help the field identify ways of improving educational equity and excellence for all students. Identifying, attracting and recruiting candidates from a variety of personal and professional backgrounds is a high priority for GFE.

Compensation:

GFE offers competitive compensation and an excellent benefits package (including fully paid health insurance and a generous employer retirement contribution).

To Apply:

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format, and addressed to Chris Tebben, Executive Director, at <http://jobs.cgcareers.org/application.aspx?id=1224>. Applications will be reviewed on a rolling basis.

About Commongood Careers: Grantmakers for Education has partnered with Commongood Careers to conduct the search for a Program Director. Commongood Careers (www.cgcareers.org/) is a nonprofit search service that connects talented individuals to organizations that are dedicated to creating positive social change. Founded and staffed by nonprofit professionals, Commongood Careers offers personalized, engaged services to jobseekers and organizations throughout the hiring process, as well as access to a wealth of knowledge about nonprofit careers.