



Program Manager, Peer Learning and Content

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About GEO

The GEO community makes the difference between grantmaking as usual and transformational change. We're more than 6,600 grantmakers working together to turn a hunger for more effective philanthropy into clear pathways for achieving it. We're cutting through the noise to lift up the practices that matter most to nonprofits.

The GEO community gives grantmakers the opportunity to work with others navigating the same journey to improve. With conferences focused on solving of-the-moment challenges, regular opportunities for peer learning, and publications that lift up best practice and examples from peers, GEO speeds grantmakers' progress on the road to effectiveness. Four out of five GEO members outpace the field in adopting smarter grantmaking practices. To learn more about how GEO is making faster progress possible, visit www.geofunders.org.

Position Description

The program manager works as part of the program team to develop impactful content that gets transformed into compelling publications and peer learning programming. From initial idea to end product, the manager ensures that GEO delivers publications and peer learning in a timely fashion with clear and relevant messages for our audiences. The program manager is a strong project manager, writer and facilitator who thinks carefully about our content and how to convey ideas in a compelling way and through different mediums. They are a self-starter, have a knack for keeping track of loose ends and can easily toggle between multiple projects. They are committed to tending to both process and relationships as much as results in their work and recognize that there is an opportunity to center equity in every decision point. This position reports to the program director. This position involves up to -10-15% travel.

How to Apply

Interested applicants should submit a resume and cover letter to hr@geofunders.org with the subject line: GEO Program Manager, Peer Learning and Content. GEO will review applications on an ongoing basis until the position is filled. We will give preference to applications received by **August 13, 2019**. We will not consider applications without a cover letter. In your cover letter, please address the following:

- Why are you a good fit for this position?
- Tell us about your experience developing and delivering programming for specific audiences
- What appeals to you about working at GEO?

If you were working with us, here are some of the things you would have done last week:

- Drafted a memo summarizing key learnings across all of our community building projects to-date and a proposed set of next steps based on these findings

- Developed a list of possible ways to convert the new learning publication into various program offerings
- Piloted facilitating a new workshop based on our new community-driven philanthropy publication with expressed purpose to gather feedback on the workshop design that will be incorporated and implemented in the coming weeks
- Revised our capacity building workshop, based on research from our racial equity content integration work
- Led a conversation with the peer learning team about our strategic field presence through the remainder of our 2018 - 2021 strategic direction
- Met with PSO partner to explore possible joint programming based on new content and our respective strategies
- Contributed to work and/or working groups that are helping to advance GEO's organizational culture and work on racial equity
- Researched potential professional development opportunities for yourself in preparation for a goals conversation with your supervisor

Qualifications

- 6 to 9 years of relevant work experience
- Demonstrated experience adapting content into different forms of programming
- Skilled facilitator who bring their personal energy and enthusiasm into content delivery
- Proven project management experience, including attention to detail, ability to manage multiple projects simultaneously on deadline
- Able to manage multiple projects simultaneously while keeping an eye to the strategic through line
- Experience centering racial equity in content and conversations both internally and externally
- Able to delegate and work collaboratively on a team while supporting professional growth of colleagues
- Knowledge of philanthropy and organizational effectiveness
- Commitment to and experience working in the nonprofit sector

Salary and Benefits

GEO offers a competitive salary (high 50k's to high 60k's) and a generous benefits package, including 100 percent employer paid health insurance, three weeks of vacation, twelve sick days, a 7 percent employer retirement contribution, a commitment to professional development and growth, along with a Metro accessible location in downtown D.C.

Grantmakers for Effective Organizations is an equal opportunity employer. GEO is committed to equal employment opportunities in recruitment, hiring, promotion, training, compensation and disciplinary action with regard to the terms and conditions of employment. GEO does not discriminate on the basis of race, religion, national origin, color, age, sex, disability, veteran status, sexual orientation, gender identity, marital status, personal appearance, family responsibilities, matriculation, political affiliation or any other legally protected characteristic.