



TITLE: Content Manager
LOCATION: Washington, DC
REPORTS TO: Chief Program Officer
TYPE: Full-Time, Exempt

Organization Overview

Exponent Philanthropy is a vibrant membership organization that provides the resources and connections that help funders make the most of the minutes they have and the dollars they give. Exponent Philanthropy amplifies and celebrates the vital work of a diverse group of givers, who unite through their unique style of giving, which is lean, agile, responsive, passionate and personal. Membership is open to all individuals and organizations that give annually to more than one recipient, including those who use foundations, donor-advised funds, giving circles and other giving vehicles to carry out their philanthropy.

The organization was created in 1995 by a group of small-staffed foundations. The founders wanted to create an organization that encouraged participation and where all members had an equal voice. We now have members in all 50 states representing thousands of philanthropic leaders. Our growth has resulted in great part by our warm and welcoming culture that is based on the following principles: relationships come first, one size does not fit all, learning is a life long journey, quality is essential, and inspiration comes from the collective impact of our members. In our staff, we look for highly collegial, ethical, bright, and customer service oriented individuals who have a commitment to quality work. Staff are passionate about the power of philanthropy, are driven by an entrepreneurial spirit and have a strong outcomes orientation. Exponent Philanthropy is an organization that values and rewards performance, collaboration and innovation.

Position Overview

The Content Manager reports to the Chief Program Officer and serves as a member of the Content Services Team. This person is responsible for creating deliverables and programming that guide, connect, and champion the work of small staffed foundations, philanthropic families, individual donors and other key stakeholders.

Essential Responsibilities

Content Production and Expertise Development

- Create and edit written deliverables that help members explore, understand, and apply best practices.
- Meet or exceed high standards for quality which match the voice of Exponent Philanthropy.
- Oversee knowledge management and organization of 2-3 topic areas, and build knowledge and expertise in those issues.
- Become increasingly knowledgeable about philanthropy and Exponent Philanthropy's target audiences. Recommend content format and delivery methods that meet audience needs and interests in alignment with Exponent Philanthropy's overall mission and strategies.
- Collaborate with Content Team colleagues and teams across the organization, including Educational Programs, Membership, Marketing & Communications, and Development, to ensure efficient and effective content creation and delivery.

Member Education and Engagement

- Design educational programming and conference sessions based on new and existing content for members, prospective members, and partner organizations.
- Participate on the Q&A team, which addresses incoming questions directly from members, and respond to member and other requests for information about programs and resources.
- Serve as an effective ambassador of Exponent Philanthropy and our members to the broader field and sector.

Requirements

Qualifications and Desired Experience

- Bachelor's degree or equivalent work experience
- 2-3 years' demonstrated track record of successfully producing deliverables and managing projects
- Excellent written, verbal, analytical and organizational skills and attention to detail
- Demonstrated ability to be a self-starter and work on multiple projects in a fast-paced, team environment

- Ability to make decisions, meet deadlines in an evolving dynamic environment and anticipate future needs
- Exceptional interpersonal relationship skills, with the ability to work flexibly with many different leadership and working styles, and provide high-quality customer service
- An innovative spirit, openness to new approaches and willingness to take on new challenges for professional growth
- The highest level of responsibility, dependability, and integrity
- Desire and aptitude to develop staff management skills
- Proficiency with Microsoft Office products (e.g., Word, Excel, PowerPoint) and aptitude to develop a high level of proficiency with Exponent Philanthropy's database; experience with Salesforce or other association management databases preferred
- Experience with membership associations preferred
- Previous experience in philanthropy and/or philanthropy support is desirable but not a requirement
- Ability to travel on occasion

Exponent Philanthropy is an equal employment opportunity employer. Our organization recruits, hires, trains, and promotes persons in all job titles without regard to race, color, religion, national origin, sexual orientation, marital status, personal appearance, familial status, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, gender or age (except where gender or age is a bona-fide occupational qualification, as defined by law), genetic information, or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law).