



**TITLE:** Program Coordinator  
**LOCATION:** Washington, DC  
**REPORTS TO:** Director, Educational Programs  
**TYPE:** Full-Time, Exempt

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**Organization Overview:** Exponent Philanthropy is the country's largest association of funders—nearly 2,000 members strong—and the only one dedicated to foundations, philanthropic families, and individual donors who practice philanthropy with few or no staff. Our vibrant network has in common lean operations and a style of philanthropy motivated by personal passion, community needs, and the strong desire for better outcomes. We provide high-quality and cost-effective programs, resources, and connections that maximize our members' dollars and time for the benefit of diverse communities and causes.

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 success 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 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 program coordinator is responsible for both managing Exponent Philanthropy's local programs and providing logistical support for the Educational Programs Team's initiatives.

Local programs offer members peer-learning and connecting opportunities in targeted cities across the country. The coordinator is a relationship-builder, working closely in collaboration with Exponent Philanthropy member volunteers, colleague organizations, and funding partners to develop the local engagement programs. This position coordinates all logistics for the local programs and manages the relationships with members and other constituents who support the programs. The coordinator also offers additional programmatic support to Exponent Philanthropy events including fall conference registration management.

### **Responsibilities**

- Produce local engagement educational programs from beginning to end, including managing partners, coordinating meeting logistics, advising on marketing, managing budgets, working with content leads to develop new or build on core curricula, coaching speakers, and reporting on program metrics.
- Recruit, orient, and empower member volunteers to lead peer-learning and connecting programs in their local communities in collaboration with Exponent Philanthropy colleague organizations and/or funding partners.
- Capture lessons learned from the local engagement programs to refine and inform Exponent Philanthropy's strategy for general member engagement.
- Work with Exponent Philanthropy senior staff, member committees, and/or board of directors to evaluate the progress of the local engagement initiative in achieving strategic goals of the organization.

- Support Exponent Philanthropy’s annual conference primarily by managing conference registration plus additional planning and onsite support.
- Become increasingly knowledgeable about philanthropy and Exponent Philanthropy members to inform our work at the local level.

### **Core Competencies**

*Program Management:* 3-5 years’ experience in project management or program development to include: planning logistics, developing curricula, marketing, budgeting and reporting. Excellent organizational skills and the ability to work on multiple projects in a fast-paced, team environment.

*Relationship Management:* Exceptional interpersonal relationship skills and demonstrated adeptness in collaborating with many parties, prudently navigating relationships. Ability to provide high-quality customer service and experience.

### **Desired Competencies**

- Ability to prioritize, take initiative, and work well under deadline, with both short-turnaround and longer-term projects.
- Proficiency with Microsoft Office Suite; experience with databases and social media; capacity to learn about and adopt other relevant technologies.
- Excellent writing, verbal, analytical and organizational skills and attention to detail.
- Bachelor’s degree or equivalent work experience preferably within an administrative and/or programmatic capacity.
- Ability to travel as needed, potentially one overnight trip per month (in the U.S.) and the annual conference.
- Willingness to accept and take on new challenges for professional growth.
- Capacity and motivation to develop an in-depth understanding of Exponent Philanthropy programs, resources and services.
- Previous experience in philanthropy, philanthropy support and/or the nonprofit sector.

### **Salary & Benefits**

Exponent Philanthropy offers a comprehensive and generous benefits package including sick leave, health insurance, a 401(k) retirement plan, and transit subsidies.

### **To Apply For Position**

Interested parties should email cover letter, resume and salary expectations to [hr@exponentphilanthropy.org](mailto:hr@exponentphilanthropy.org) and include “Program Coordinator” in the email subject line.

Applications will be accepted until the position is filled. Incomplete applications will not be considered. Although we value initiative, we cannot field phone calls regarding the position.

*Exponent Philanthropy 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.*