



**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 principals: 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 a member of the Education Programs Team within the Programs & Services Department and is responsible for both managing select programs and supporting programs managed by team members.

#### **Key Responsibilities**

- Manage all logistics for 2-3 seminars per year, including activities such as finding locations, managing registration, developing banquet event orders, and assembling program materials, working in partnership with staff member serving as programmatic content lead.
- Manage all logistics for a cohort program, including managing registration and communications with fellows plus all details related to the cohort's in-person trainings, working in partnership with the staff member serving as programmatic content lead.
- Provide logistical and administrative support for webinars.
- Field and route questions and requests from members and others regarding member services as a member of the frontlines team answering incoming calls.
- Produce status reports and update metrics on program data.
- Assist in drafting, editing, compiling, and distributing evaluation reports for/from programs and initiatives.
- Design sessions for conferences and other educational programs as needed.
- Undertake additional programmatic and administrative responsibilities as assigned including assisting with program online registration.



- Serve as an integral member of the Education Programs Team, providing staff support and/or leadership for Exponent Philanthropy programs, including travel to educational programs to provide on-site logistical support as needed.
- Take advantage of ongoing opportunities to learn about the culture, dynamics, operations and management of private and community foundations with few or no staff, philanthropic families, and individual donors.

### **Core Competencies**

- 2-4 years' work 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.
- Ability to prioritize, take initiative, and work well under deadline, with both short-turnaround and longer-term projects.
- Ability to provide high-quality customer service.
- Excellent writing, verbal, analytical and organizational skills and attention to detail.
- Proficiency with Microsoft Office Suite; experience with databases; capacity to learn about and adopt other relevant technologies to advance the organization's work.
- Ability to travel a few times throughout the year to Exponent Philanthropy programs.
- 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 desired but not required.

**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 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).