



A Philanthropic Partnership for Black Communities

Program Coordinator

ABFE is a membership-based philanthropic organization that advocates for responsive and transformative investments in Black communities. Partnering with foundations, nonprofits and individuals, ABFE provides its members with professional development and technical assistance resources that further the philanthropic sector's connection and responsiveness to issues of equality, diversity and inclusion. Established in 1971 as the Association of Black Foundation Executives, the all-volunteer organization was credited with many of philanthropy's early gains in diversity. It since has evolved into a fully staffed, influential network. In 2013, the organization shed its descriptor and adopted the simpler ABFE (ab-fee) to better reflect its broadening membership.

The mission of ABFE is to promote effective and responsive philanthropy in Black communities. To facilitate its mission, the organization has developed a framework and a set of seasoned consultants and tools to offer the field. The [Responsive Philanthropy in Black Communities \(RPBC\) Framework](#) was developed with the generous support of the Annie E. Casey Foundation and is a derivative of their *Race Matters Toolkit*. While the RPBC framework focuses on Black communities, it offers a disciplined approach and strategy for focusing on the particular circumstances and experiences of any population of color.

Overview:

The ABFE Program Coordinator provides critical support to ABFE's intensive training and consultation activities designed to provide our clients with tools that can be implemented by philanthropic institutions and other clients, to mitigate racial inequities in grantmaking, policy development and systems-driven practices. It is an investment in creating the conditions within foundations, philanthropic-serving organizations, and amongst their respective trustees, for safe exploration and profound learning on issues related to race.

ABFE's Racial Equity in Grantmaking Program (REGP) is designed to increase the capacity of all of philanthropy – grantmaking entities, collective giving models and donors – to learn, acknowledge and comprehend the diversity of the Black Diaspora represented in the United States. The approach emphasizes a careful and conscious analysis and application of strategies that result in opportunities for grantmakers to support Black communities, and in a broader sense, the greater society, in more effective ways.

Reports To:	Manager, Racial Equity Grantmaking Program and Vice President of Programs
Employment Status:	Exempt Employee, Full-Time
Supervises:	n/a
Key Outside Relationships:	Foundation (Staff and Trustees), Philanthropic-serving Organizations (Staff and Trustees), Training Facilitators, Researchers
Salary Range:	\$45,000-\$55,000
Location:	This is a New York-based position.



A Philanthropic Partnership for Black Communities

Duties and Responsibilities:

The Program Coordinator reports to the Manager, Racial Equity Grantmaking Program (REGP) at ABFE. The Program Coordinator duties and responsibilities include, but are not limited to:

- Supporting ABFE programs to assist institutions to incorporate racial equity analyses and tools into their grantmaking practices through offering training opportunities and more extensive consultations for ABFE racial equity clients.
- Providing administrative and logistical support to the Racial Equity Grantmaking Program Manager, clients, training facilitators and other relevant partners.
- Communicating with potential clients.
- Analyzing data and presenting periodic reports on the impact of racial equity trainings.
- Managing the scheduling and facilitation of external and internal meetings.
- Performing other related duties as assigned by the REGP Manager, and the Vice President of Programs at ABFE.

Education and Experience Requirements:

Personal qualities of integrity, credibility, and a commitment to and passion for ABFE's mission are key to success in this role.

- Bachelor's degree or equivalent educational experience is required; graduate-level experience preferred.
- 2-3 years of program administration and demonstrated experience with data analysis.
- Demonstrated experience of analyzing data on program impact or of similar nature.
- Moderate to advanced knowledge of various social media platforms and applied skills.
- Familiarity with database creation and data analysis;
- Excellent writing, typing, oral communication, and research skills; fluent command of the English language required; second language fluency is valued.
- Ability to prepare presentation materials and interact with senior-level executives.
- Strong project coordination skills resulting in efficient, timely and accurate delivery.
- Possess a track record of success managing multiple projects.

Individuals from diverse ethnic, cultural, and native language backgrounds are encouraged to apply. You can learn more about ABFE at www.abfe.org.

Contact: ABFE: A Philanthropic Partnership for Black Communities
42 Broadway, 20th Floor
New York, NY 10004
(646) 392-9877
Attn: Anthony Simmons – Manager, Racial Equity Grantmaking Program

Interested parties please email ABFE at rpbcb@abfe.org with: 1) a cover letter of interest and 2) a resume or Curriculum Vitae (CV). Please use the subject line: Program Coordinator Position.