

## JOB ANNOUNCEMENT



### DEMOCRACY PROGRAM MANAGER

#### ABOUT FCCP

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The Funders' Committee for Civic Participation (FCCP) is an innovative and thought-provoking network that shares an underlying conviction that all people deserve a voice in our democratic process. The organization serves leaders in the philanthropic community working to further this vision with heightened attention to issues of equity and historically disenfranchised and underrepresented communities. Its members support non-partisan efforts to engage voters, eliminate structural barriers to voting, advance reforms to improve government and electoral systems, and inspire public involvement in civic life.

For nearly thirty-five years, FCCP has been a driving force in civic engagement grantmaking. In the 1980's, it advanced effective voter registration philanthropy; in the 90's, it supported campaign finance reform efforts; and by the 2000s, it shifted to explore new voting technologies, voter engagement strategies, and election administration reforms. This decade, FCCP added additional internal capacity to engage and service its members in new and innovative ways.

The organization marked a new era when it brought on a new Executive Director in January 2015. Since then, the organization has undergone a significant transition to become a more modern affinity group to better meet the needs of its members and the civic engagement sector as a whole. These changes have resulted in historic growth for the organization, which currently has 76 members representing over \$600 million in annual grantmaking.

FCCP is staffed by a team of six professionals working from our Austin, Portland and Washington, DC offices. We are fiscally sponsored by NEO Philanthropy, a 501(c)(3) public charity that operates grantmaking, technical assistance and strategic planning programs for institutional and individual donors interested in social justice and human rights issues.

#### JOB DESCRIPTION

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FCCP is looking for an experienced professional with a strong understanding of the importance of a healthy democracy to become its Democracy Program Manager. This new position will work with the Deputy Director to manage FCCP's Money in Politics and Funders Census Initiative 2020 working groups. The person who will thrive in this position will be a mission-driven extrovert with the proven ability to create and implement strategic program plans, manage projects, build and sustain successful relationships, write persuasively and listen effectively. They will be an exceptionally well-organized team player who knows how to think big yet is not above managing the day-to-day logistical and administrative details needed to make this position a success. Strong program or organizing experience in a social-justice setting and/or within the philanthropic community is essential to this mid-level position, as is the ability to work efficiently as a member of a small close-knit (and sometimes virtual) team. The Democracy Program Manager will report directly to the Deputy Director, and work closely with working group leadership.

## ESSENTIAL DUTIES

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### **Manage the Money in Politics and Funders Census Initiative Working Groups**

- Develop and implement strategic work plans
- Organize all working group organized virtual discussions
- Build the breadth and depth of both working groups through outreach to attract new members and work to build stronger relationships across the working groups
- Organize and facilitate working group and leadership team meetings
- Increase the number of funders and affinity groups participating regularly in working group and jointly hosted activities
- Represent FCCP and working groups through presentations and at meetings and conferences

### **Foster the integration of democracy issues into the whole of FCCP**

- Help identify places for cross-working group programming
- Work with Deputy Director to create intersectional democracy programming in alignment with FCCP's new Theory of Impact

### **Improve Working Group communications**

- Provide census and money in politics centered content for FCCP communications, including the website and newsletter
- Engage working group members to identify their needs and also identify resources and articles to distribute
- Facilitate census and money in politics-related discussions on the FCCP listserv
- Develop tailored resources in partnership with members and the broader network for use nationally, regionally and locally

### **Build Connections**

- Organize in-person working group meetings, informal networking gatherings, and presentations at regional association and sister affinity group events
- Use member portal and FCCP's constituent relationship management database to help build connections between working group funders
- Provide one-on-one guidance and networking support
- Strengthen relationships with Philanthropic Serving Organizations (PSOs) to provide joint programming that will broaden the audience of funders and partners supporting the work
- Cultivate relationships with key practitioners, experts and leaders in the money in politics and census fields to inform working group programming, and build bridges between funders and the field

## QUALIFYING SKILLS AND ATTRIBUTES

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### **Skills + Experience**

- Four to eight years of related experience in philanthropy or on civic engagement, public policy, democracy and/or social justice issues
- Experience implementing innovative programs, organizing and managing events, facilitating coalitions and collective team projects, and cultivating relationships with key stakeholders
- Strong leadership skills with the ability to interact with various constituents such as philanthropic colleagues, community organizations and high-profile individuals
- Proven experience working with leaders and organizations from communities of color and other historically marginalized communities
- Knowledge of how to develop processes and protocols that monitor timeliness, efficiency and outcomes of multiple projects according to a plan

- Understanding of money in politics and/or census issues and policies preferred
- Strong meeting facilitation skills
- Event coordination experience
- Excellent oral and written communication skills; strong editorial skills
- Proficiency in MS Word, Outlook, Excel; Internet savvy
- Familiarity with online meeting/event tools (Adobe Connect, GoToWebinar, etc), e-newsletter tools (MailChimp), CRM databases, Word Press, Slack, Google Docs, and desktop publishing software a plus

## Attributes

- Demonstrated commitment to the principles of supporting communities to build collective power, foster a culture of participation, and create an open and equitable democracy
- Strategic thinker with outstanding interpersonal skills including the ability to listen effectively
- Energetic team player with high standards of excellence and a willingness to do what it takes to get the job done
- Excellent judgment, tact and discretion. Emotionally mature with a sense of humor and grace under pressure
- Demonstrated capacity for effective teamwork with ability to work virtually across multiple time zones
- Proven ability to manage multiple projects, priorities, and deadlines while maintaining excellent attention to detail
- Ability and willingness to travel occasionally

## COMPENSATION & LOCATION

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Salary is commensurate with experience. FCCP offers an excellent benefits package that includes medical insurance, paid time off and employer-paid contribution to retirement. FCCP is flexible about the location of this position with a preference for Austin, TX, New York, NY, San Francisco, CA or Washington, DC.

## APPLICATION PROCESS

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The deadline to submit your application is **June 15, 2017**. To be considered, please put “Democracy Program Manager” in the subject line and email your resume and cover letter to [info@funderscommittee.org](mailto:info@funderscommittee.org). Your cover letter must explain why you are the perfect fit for this position and if you are available on the dates below.

**First round interviews for this position will be conducted the week of June 19 in Washington, DC, or virtually. The start date is July 24, 2017.**

[www.FundersCommittee.org](http://www.FundersCommittee.org)

*FCCP is an equal opportunity employer.*

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*

