

## JOB ANNOUNCEMENT



FUNDERS' COMMITTEE FOR CIVIC PARTICIPATION

### COMMUNICATIONS + PROGRAM COORDINATOR

#### 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 1980s, it advanced effective voter registration philanthropy; in the 90s, 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 has increased its internal capacity in order to better engage and serve 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, FCCP has undergone a significant transition to become a more modern affinity group equipped to meet the growing 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 85 members representing over \$700 million in annual grantmaking to the field.

FCCP is staffed by a team of seven professionals working from Austin, Portland and Washington, DC. 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 and robust civic engagement to become its Communications + Program Coordinator. This position will be chiefly responsible for executing marketing and communications that promote FCCP's programming, further its educational reach, and create a positive image among the organization's various stakeholders. The Communications + Program Coordinator will work with the program manager and deputy director to coordinate all of FCCP's strategic communications and marketing efforts; organize its signature First Monday Discussion series and other webinars; lead programmatic coordination for aspects of FCCP's annual convening; and provide support to the network's other programs as needed.

The person who will thrive in this position will be a creative and mission-driven extrovert with excellent written and graphic design skills; a proven ability to develop, implement and evaluate strategic program plans; experience managing multiple projects simultaneously; ability to build and sustain successful relationships; and listen effectively. They will be an exceptionally well-organized team player who is not

above managing the day-to-day logistical and administrative details needed to make this position a success, but can also think big and contribute to the evolution of FCCP's work. Communications or organizing experience in a social-justice setting and/or within the philanthropic community is essential to this position, as is the ability to work efficiently as a member of a small close-knit (and often virtual) team. The Communications + Program Coordinator will report directly to the program manager but will work cross-organizationally with other staff and departments to advance organizational goals.

## ESSENTIAL DUTIES

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### **Communications + Marketing – 50%**

- Works with FCCP's senior leadership team and program manager to develop and implement an annual strategic marketing and communications plan for FCCP that spans FCCP's marketing and communication channels to reach appropriate target audiences
- Formulates and implements a process to evaluate the success of various strategies and provide recommendations for improvement
- Maintains brand cohesion across channels, tools, activities, materials
- Writes, designs, and disseminates marketing collateral and digital assets such as annual reports, infographics, presentations, webinar takeaways, brochures, convening packets, event invitations, toolkits
- Copy edits external-facing media including web content, surveys, convening agendas
- Develops and manages content for website, listserv, biweekly e-newsletter, and Twitter
- Procures visuals from external sources including partners, internet, and iStock; oversees organization of photo library; procures convening photographer, manages contract, develops shoot list and is on-site point of contact
- Maintains earned media list; fields media inquiries with appropriate staff

### **Virtual Discussions – 40%**

- Works with deputy director, program manager, and democracy program manager to develop program calendar for First Monday Discussions, rapid-response briefings, election series, and other webinars
- Develops webinar descriptions and registration pages; coordinates webinar promotion with external partners; drafts and disseminates "key takeaways" as new network resources
- Works with discussion organizers to recruit panelists and moderators, create all planning documents and organize prep calls
- Sets up and manages all webinar tech

### **Other Program Support – 10%**

- Conducts program-related research as assigned
- Organizes multiple sessions for annual convening
- Helps track event registrations
- Provides logistical support as assigned

## QUALIFYING SKILLS AND ATTRIBUTES

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### **Skills + Experience**

- Two to six years of related experience in philanthropy or with civic engagement, public policy, democracy and/or social justice issues
- Excellent oral, written and editorial communication skills; strong graphic design skills
- Experience implementing innovative programs, organizing and managing events, facilitating team projects, and cultivating relationships with key stakeholders
- Ability to tactfully 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
- Experience with online meeting/event tools (Adobe Connect, GoToWebinar, etc), e-newsletter tools (MailChimp), CRM databases, WordPress, Slack, Google Docs, and desktop publishing software
- Proficiency in MS Word, Outlook, Excel and PowerPoint; Internet savvy

#### **Attributes**

- Demonstrated commitment to the principles of building collective power among marginalized communities, fostering a culture of participation, and creating an open and equitable democracy
- Innately creative with a passion for using technology to advance a cause
- Strategic thinker with outstanding interpersonal skills and the discipline to listen effectively
- High standards of excellence and a willingness to do whatever 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 priorities while maintaining excellent attention to detail
- Ability and willingness to travel occasionally

### **COMPENSATION & LOCATION**

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The salary range for this position is in the 50s. 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, New York, San Francisco, or Washington, DC.

### **APPLICATION PROCESS**

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The deadline to submit your application is **September 12, 2017**. To be considered, please put "Communications + Program Coordinator" in the subject line and e-mail your resume and cover letter to [info@funderscommittee.org](mailto:info@funderscommittee.org). Your cover letter must explain why you are an excellent fit for this position, salary requirements, and if you are available on the dates below.

**First round interviews for this position will be conducted the week of September 18 in Washington, DC, or virtually. The target start date is October 23, 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.*

