OPERATIONS COORDINATOR

ABOUT FCCP

The Funders’ Committee for Civic Participation (FCCP) is looking for a nimble, detail-oriented and self-motivated coordinator willing to support FCCP on its operations and administration. 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. This decade, FCCP has evolved into a modern affinity group to support and drive its members to most effectively support the non-profit community to create a society where marginalized communities have the power to make a difference on issues that impact their lives, a culture of participation that inspires their engagement, and an open + equitable democracy which offers meaningful opportunities to exercise their voice.

Our rapidly growing membership includes nearly 100 grantmaking institutions representing over $700 million in annual grantmaking to the field. 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

The Operations Coordinator will work directly with FCCP’s staff to ensure the success of FCCP’s membership, development and programming efforts. The successful candidate will have experience managing the day-to-day needs of an organization including conference and meeting planning and the administrative side of development/fundraising, communications, and program planning.

The duties of this position will include, but are not limited to:

- Supports all FCCP event and program related logistics, particularly for FCCP’s annual convening, including vendor communications, registration, contracts, lodging coordination, technology, and preparing printed materials.
- Serves as a team champion on membership communications, taking concepts, ideas, and needs and transforming them into thoughtful communications and correspondence for social, website, email and print. Will include:
  - Digital and print content production and copy-editing
  - Digital platform management (social and website)
  - Email production and management
- Manages data entry for FCCPs CRM, email listserv, and membership lists and conducts updates and cleanings of these lists as needed.
• Conducts programming and development prospecting and stewardship research.
• Leads office administration including supporting vendor contracts, inventories and orders office supplies, tracks technology, and software usage.
• Other activities as assigned.

QUALIFYING SKILLS + ATTRIBUTES
The preferred candidate will be able to make at least a one-year commitment to this position.

Skills + Experience
• Must be detail oriented, highly organized, and possess exceptional follow through.
• Proficiency in Microsoft Office, Adobe Acrobat, and Google Suite required. Experience with WordPress, MailChimp (or similar email software), Slack, and CRM tools preferred.
• Excellent oral and written communication skills.
• Content production experience and graphic design skills are a plus.
• Technically savvy with strong computer aptitude and troubleshooting ability.
• Event coordination experience is a plus.
• Ability to work independently and as a member of a small team.
• Proven ability to manage multiple projects, priorities, and deadlines while maintaining excellent attention to detail in a fast-paced environment.
• Administrative or related experience preferred; foundation, nonprofit or public service experience a plus.

Attributes
• Demonstrated commitment to the principles of a vibrant and inclusive democracy.
• Energetic with high standards of excellence and a willingness to do what it takes to get the job done.
• Positive, customer-service orientated attitude and sense of humor.
• Outstanding interpersonal skills including the ability to listen effectively.
• Ability and willingness to travel occasionally (1-2 times a year).

COMPENSATION & LOCATION
The salary range for the role is $45,000-$50,000. FCCP offers an excellent benefits package that includes medical insurance, paid time off, and employer-paid contribution to retirement. This position will be located in FCCP’s Washington, DC office.

APPLICATION PROCESS
Applications are accepted and reviewed on a rolling basis. To be considered, please send your resume, cover letter, and a 1-2 page writing sample to jobs@funderscommittee.org and include “Operations Coordinator” in the subject line.