

## JOB ANNOUNCEMENT



### OPERATIONS SPECIALIST

The Funders' Committee for Civic Participation (FCCP) is looking for a seasoned, detail-oriented and self-motivated Operations Specialist willing to strengthen and support FCCP's operations, administration and communications.

Operations is at the heart of our organization. In this role, you will play an integral part in identifying and marshalling the resources necessary to meet our mission. Your responsibilities will include, but will not be limited to, improving, developing and managing FCCP's infrastructure—to include analyzing effectiveness, streamlining, coordinating and managing organizational operations, office administration, digital communications and marketing, and events.

### ABOUT FCCP

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FCCP is an innovative and thought-provoking network that shares an underlying conviction that all people deserve a voice in our democratic process. Our 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. Our members support non-partisan efforts to advance racial equity, eliminate structural barriers to civic participation, advance reforms to improve government and electoral systems, engage voters, and inspire public involvement in civic life.

FCCP is a modern affinity group that supports and drives our members to effectively support the non-profit community to create a society where the people have the power to make a difference on issues that impact their lives and communities, a culture of participation that inspires civic engagement, and an open and equitable democracy which offers meaningful opportunities to exercise their voice.

Our rapidly growing membership includes over 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 civic engagement, social justice and human rights issues.

## **JOB DESCRIPTION**

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The Operations Specialist will support the Executive Director and staff to ensure the success of FCCP's membership, development and programming efforts. The duties of this position will include, but are not limited to:

### **OPERATIONS & OFFICE ADMINISTRATION (40%)**

- Ensure a highly productive and efficient day-to-day remote operation by creating systems and processes to improve and streamline operations. Research, benchmark, and analyze data, latest trends and newest technology to make ongoing operational improvement recommendations.
- Develop and manage strategic infrastructure goals and objectives to ensure our systems and/or processes align with the short, mid and long-term needs of program and administrative departments.
- Serve as our database administrator, working in collaboration with our consulting team, to include ongoing troubleshooting, development of procedures and processes, performing data entry and ensuring data integrity and security. In addition, maintain and manage email listserv and membership lists.
- Manage team expense reports, external vendor relationships, and consultant and service contracts. In collaboration with staff, plan and coordinate staff meetings, retreats and outings.
- Other responsibilities as needed or assigned.

### **COMMUNICATIONS & MARKETING (30%)**

- Advance our theory of impact and racial equity efforts in collaboration with other FCCP leadership, staff, members and civic engagement partners.
- Serve as a team leader on communications and marketing—transforming concepts, ideas, and needs into effective, attention-grabbing, and thought-provoking communications and marketing pieces for social media, website, email and print. Create a mechanism to collect and share FCCP related stories from the field.
- Act as the website and social media lead writer and manager, creating strategically calendared narrative and graphic content and digital brand marketing strategies and tactics that will yield audience interest, growth, engagement and brand loyalty.
- Working with program staff, support management of various listservs.

## **EVENTS & PROGRAMS (30%)**

- Working with the staff, the Operations Specialist supports all FCCP events and program related logistics—particularly for our annual convening. Responsibilities may include coordinating event specific logistics (i.e., valet, coat check, etc.), virtual meeting production and logistical support, designing of marketing materials, tracking of all registration related activity, and helping with event set-up and clean-up as necessary.
- Other event related duties may also include creating invitee lists, providing donor history, assisting with preparation of event materials, serving as a liaison for our Advisory Board and/or membership, crafting email reminders and/or follow up messaging, managing staff accommodations and event technology needs.

## **QUALIFYING SKILLS AND ATTRIBUTES**

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- Demonstrated commitment to the principles of equity and an inclusive democracy.
- Minimum of 5 years of professional experience relevant to organizational operations, digital communications and marketing, and/or logistical management.
- Must be effective, creative, flexible, organized, a stickler for the details and have a high degree of emotional intelligence to work independently, with a team and external stakeholders.
- Proven ability to manage multiple projects, priorities, and deadlines while maintaining excellent attention to detail in a fast-paced environment.
- Must be an inspirational and persuasive writer and possess a background in digital communications. This includes but is not limited to, expertise in content production, graphic design, and social media growth and retention strategies.
- Must have knowledge of CRMs and, be overall technologically savvy with strong computer aptitude and troubleshooting ability. Salesforce experience is a plus.
- Must also have proficiency in WordPress, MailChimp (or similar email software), Microsoft Office, and Google Workplace.
- Previous experience at a public service organization, foundation, or nonprofit, as well as event coordination, is a strong plus.
- Bachelor's degree in Business Administration, Non-Profit Management, Communications, Marketing, or a directly related field or the equivalent is a plus.
- Proficiency with Slack and Adobe Acrobat is preferable.
- Positive, customer-service oriented attitude and sense of humor.
- High standards of excellence and a willingness to do what it takes to get the job done.
- Outstanding interpersonal skills including the ability to listen effectively.
- Ability and willingness to travel occasionally.

## COMPENSATION, LOCATION & IMPORTANT INFORMATION

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Commensurate with experience and other relevant factors, the salary range for the role is \$55,000 - \$70,000. FCCP offers an excellent benefits package that includes medical insurance, paid time off, and employer-paid contribution to retirement. This is a remote position that will require periodic travel. This position is a direct report to the Special Assistant to the Executive Director.

## APPLICATION INSTRUCTIONS & PROCESS

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Applications are accepted and reviewed on a rolling basis. To be considered, please send a cover letter, resume, one-page general writing sample, and two to four social media samples (original content only) to [jobs@funderscommittee.org](mailto:jobs@funderscommittee.org) and include "Operations Specialist" in the subject line.

*FCCP is an equal opportunity employer that values an inclusive and multi-cultural working environment. Applicants of diverse backgrounds are encouraged to apply. We prohibit discrimination against any employee or applicant for employment based on race, color, religion, creed, gender, national origin, age, disability, sexual orientation, sex (including marital and parental status), gender identity and expression, economic status, ethnic identity, veteran's status, or any other legally protected status.*