



## **PROGRAM COORDINATOR**

Funders' Committee for Civic Participation (FCCP) is looking for a detail oriented, self-motivated, and highly collaborative program coordinator with a strong understanding of the importance of a healthy, reflective democracy and robust, racially just civic engagement strategies that build the intersectional power of communities of color.

### **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 program coordinator will work directly with the program staff and across the organization to ensure the success of its regular civic participation discussions, programmatic series, and

other webinars and events; lead programmatic coordination for aspects of FCCP's annual convening; and provide support to the network's other programs, such as through its (c)(4) sister organization the Funders' Committee Action Fund (FCAF).

The person who will thrive in this position will be mission driven, flexible, exceptionally well organized, and detail oriented with excellent writing skills; have experience managing multiple projects simultaneously; have the ability to build and sustain successful relationships; and listen effectively. They will be a team player who is comfortable managing the day to day logistical and administrative details needed to make this position a success, but can also contribute to the evolution of FCCP's work. Experience in a social justice setting, with organizing, and/or within the philanthropic community is important for this position, as is the ability to work effectively as a member of a virtual team. The program coordinator will work with the entire program team and other staff and departments to advance organizational goals. The program coordinator will be co-managed by the Special Projects Director and the Program Manager. The duties of this position include but are not limited to:

#### **Program Coordination and Tracking (50%)**

- Monitoring news and developments around civic participation related to areas such as elections, voting rights, power building and organizing, census, and redistricting that connect to our theory of impact, and intersectional, racially just civic participation
- Tracking and supporting staff program data, reporting, and grant proposal needs; designing tracking around these areas that align with FCCP's strategic planning goals and outcomes
- Preparing program and speaker materials, including drafting programmatic descriptions, runs of show, and preparing slide decks that contribute towards impactful programs
- Staffing programs, briefings, and events, providing note taking, and following up on action items that result in greater philanthropic and ecosystem education, awareness, and advocacy
- Setting up systems and materials to allow for the successful planning of the annual convening and regular programs
- Researching civic participation stakeholders and leaders that contribute towards advancing our mission and intersectional racial justice efforts such as for the annual convening

#### **Outreach and Communication (25%)**

- Coordinating with marketing lead on outreach and communications to the membership and wider ecosystem around programs and events
- Supporting the operations specialist as needed on programmatic social media and web site content
- Scheduling and calendaring program preparation and outreach calls

- Tracking engagement data from funders at the national, state, and local levels to identify outreach targets
- Researching programs, relevant member news, and civic engagement resources to share with the network
- Researching opportunities to share FCCP network expertise at conferences and philanthropic events

#### **Online Program and Meeting Support (25%)**

- Providing day of Zoom virtual meeting management and troubleshooting, such as breakout room support to ensure well-coordinated discussions
- Contributing towards online interactive engagement efforts such as developing and setting up online polls and researching engagement tools and options
- Conducting post program follow up and sharing program materials

### **QUALIFYING SKILLS AND ATTRIBUTES**

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- Demonstrated commitment to the principles of intersectional racial justice, equity, and an inclusive democracy
- Minimum of 2-3 years of professional experience relevant to nonprofit program management. Previous experience at a public service organization, foundation, or nonprofit, as well as event coordination and planning for large online and in person discussions, is a strong plus
- Possess the ability to work independently, be highly collaborative, and have a high degree of emotional intelligence to work with a remote team and external stakeholders
- Proven ability to manage multiple projects, priorities, and deadlines while maintaining excellent attention to detail in a fast-paced environment, with high standards of excellence
- Must be effective, creative, flexible, and highly organized
- Possess a positive attitude, sense of humor, and outstanding interpersonal skills including the ability to listen effectively
- Proficiency with Zoom or other online meeting platforms
- Proficiency with Google Workspace, Slack, and Microsoft Office
- Proficiency with survey tools, WordPress, MailChimp (or similar software) is a plus
- Bachelor's degree related to non profit management, a directly related field, or the equivalent is a plus
- Possess the ability and willingness to travel occasionally based on public safety guidelines

## COMPENSATION, LOCATION & IMPORTANT INFORMATION

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Commensurate with experience and other relevant factors, the salary range for the role is \$47,500 - \$54,500. 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 may require periodic travel once public safety guidelines allow. This position works directly with FCCP's programmatic staff, cross organizationally, and is co-managed by the Special Projects Director and the Program Manager.

## 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, and two relevant writing samples to [jobs@funderscommittee.org](mailto:jobs@funderscommittee.org) and include "Program Coordinator" in the subject line.

*FCCP is an equal opportunity employer that values an inclusive and multicultural 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.*