



## Programs & Communications Associate Position Description

### **About Philanthropy Missouri**

Philanthropy Missouri (formerly Gateway Center for Giving), founded in 1970, is a regional membership association for Missouri grantmakers. Our Members include corporations, donor-advised funds, foundations, trusts, and professional advisors actively involved in the philanthropic sector. Philanthropy Missouri strengthens philanthropy and promotes community impact by providing programming, research, technical assistance, networking and professional development opportunities to our Members across the state.

**Vision:** We envision a thriving and equitable Missouri, served by a collaborative, purpose-driven, and effective philanthropic sector.

**Mission:** To equip, connect, and energize our members and partners for thoughtful action and greater impact.

### **Position Summary**

The Programs & Communications Associate is responsible for the day-to-day management of programming activities, communications, and research. The P&C Associate supports the organization's efforts to provide high-quality programming and services that advance philanthropy's capacity to benefit all. The P&C Associate is responsible for all programmatic administrative activities including speaker coordination, planning, implementation, and follow up.

The P&C Associate actively seeks out opportunities to facilitate collaborative action and peer-to-peer connection for Members across the state. In alignment with Philanthropy Missouri's newly launched strategic plan and rebrand, the P&C Associate will advocate for and champion established and emerging best practices in philanthropy, including trust-based, inclusive, and equitable grantmaking practices.

**Reports To:** President/CEO

### **Essential Duties and Responsibilities**

#### ***Program Support and Project Management – 60% of time***

Under the direction of the CEO & President:

- Develop, implement, and evaluate approximately 25-30 programs for Missouri grantmakers annually.
- Draft, edit, and disseminate program descriptions and flyers.
- Produce detailed agendas, facilitation guides, slides, and other materials for programs and events.
- Communicate with guest speakers, facilitators, and presenters.
- Coordinate post-event activities, including program evaluation surveys, acknowledgments, and website updates.
- Ensure program-related data and information is kept up to date in the organization's database.

***Communications and Technology- 20% of time***

- Update and maintain Philanthropy Missouri website, blog, and social media platforms.
- Design marketing materials, internal documents, social media graphics and other visual presentations.
- Curate items, write copy, and design bi-weekly Member newsletter.
- Maintain familiarity with Members' philanthropic activities and seek out opportunities to amplify their work.
- Assist with ongoing technology updates and Salesforce database management.

***Partnerships and Collaboration- 5% of time***

- Provide administrative and operations support for Member-led collaboratives and affinity groups.
- Cultivate and maintain relationships with other philanthropy-support organizations and sector stakeholders.
- Attend community meetings and provide staff support for collaborative projects.

***Research –10% of time***

- Respond promptly and thoroughly to Member inquiries and requests, completing necessary research to provide needed information and resources.
- Maintain familiarity with the literature of philanthropy, development, and nonprofit management.
- Staff sector and topical research projects for Philanthropy Missouri as needed.

***Miscellaneous- 5% of time***

- Set agenda for and co-facilitate quarterly Programs & Services Committee meetings.
- Produce reports and provide progress updates to the Board of Directors and staff.
- Provide staff support for special projects or activities as needed.

**Required Qualifications**

- Bachelor's degree or equivalent combination of education and experience.
- A passion for the organization's mission and vision.
- Commitment to diversity, equity and inclusion.
- Effective project management, event planning, and organizational skills.
- Excellent written communication skills and ability to write engaging print and web content that motivates others to action.
- An understanding of the need to evaluate program effectiveness and organizational impact and familiarity with methods of evaluation
- Comfort with overseeing many concurrent projects, flexibility and adaptability to shift priorities as needed, keeping the big picture and strategic goals in mind.
- Ability to work problems independently and arrive at viable solutions upon receiving initial direction.
- Strong attention to detail.
- High ethical standards, discretion, and respect for confidentiality.
- Working knowledge of Microsoft Office applications (i.e. Word, Excel, Power Point, and Publisher).
- Working knowledge of online conferencing platforms and tools (Zoom Meeting & Zoom Webinar preferred).
- Access to reliable transportation.

**Preferred Qualifications**

- Experience evaluating program effectiveness and organizational impact.
- 2 or more years of experience working with grantmakers, nonprofit service providers, or intermediary organizations serving the nonprofit sector.

- Nuanced understanding of the field of philanthropy (e.g. corporate social responsibility, charitable giving, impact investing, etc.) and critiques of the sector.
- Group facilitation and support skills, interactive virtual meeting techniques a plus.
- Experience with CRM, project management, and graphic design software (Salesforce, AirTable, Asana, Adobe Spark, Canva).

**Ability To:**

- Work remotely and work in an office with a small team eager to accomplish great things.
- Work occasional early morning and evening hours to host Member meetings and community events.
- Ability to lift and/or move up to 20 pounds as programming needs require.
- Exercise sound, expert, independent judgment within the organization's policy guidelines.
- Exercise optimal judgment on use of time in relation to achievement of objectives and goals.
- Ensure a high level of accountability through consistent and appropriate translation of work-related activities into progress reports for supervisors and colleagues.
- Exercise tact, objectivity, sensitivity, and good judgment in dealing with diverse clients in a variety of situations.
- Establish and maintain effective working relationships with Members, representatives of community organizations, board and committee members, and other staff.
- Represent the agency in a businesslike and professional manner.

## **Position Information**

Employment Type	Full-time (exempt)
Location	St. Louis, Missouri
Salary Range	\$42,000-\$48,000 DOE
Insurance	80% health, dental, vision and 100% life premium coverage for full-time employee and 50% coverage for dependents.
Retirement	3% of salary contributed by employer into a retirement account annually. Full-time employees eligible on first of the year following hire date.
Paid Time Off	Generous PTO benefits (accrued on a calendar year basis) and 11 paid holidays.

## **How to Apply**

**Application Contact:** Heather Jaconis, Operations Manager

**Application Deadline:** March 29, 2021, 5:00pm CT

**Application Instructions:** Email a cover letter indicating your interest and aligned experience, along with a current resume, to [heather@philmo.org](mailto:heather@philmo.org). Please use the following subject line: Programs & Communications Associate: [Candidate Name]

*Philanthropy Missouri is an Equal Opportunity Employer. We are committed to building an inclusive team and encourage applications from candidates of diverse backgrounds.*

*This position is based in St. Louis, MO. Our office is in Clayton. Please note that due to COVID-19, the team is currently working remotely. Our culture is rooted in collaboration and in-person colleague interaction. To that end, once our offices reopen, it is an expectation that staff will generally work from the office, according to a schedule agreed upon with their supervisor.*