



What is Philanthropy Missouri?

Founded in 1970, Philanthropy Missouri (PhilMO) is a [philanthropy-serving organization \(PSO\)](#). A statewide nonprofit membership association for Missouri grantmakers, our Members include corporations, trusts, donor-advised funds, foundations, and professional advisors actively involved in the philanthropic sector. We strengthen philanthropy and promote equitable community impact by providing innovative programming, research, networking, advocacy, professional development opportunities, and other technical assistance for and with our Members. PhilMO is an engaged member of the United Philanthropy Forum, the largest network of PSOs in the United States. Our work is undertaken in service of our:

***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

PhilMO seeks someone who delights in using technology – including Salesforce and a Drupal-based website – to build and maintain efficient, innovative internal systems and processes for strategic, mission-aligned work. Our new team member will join the rest of the PhilMO team in occasionally contributing toward research and programs and advocating for emerging and championing established best practices in equitable philanthropy and institutional operations.

Title: Operations & Technology Manager *(title negotiable)*

Reports To: CEO

Supervises: Part-time Operations Associate *(supervisory role negotiable)*

Where: Flexible with preference for candidates located in Missouri; option to office in St. Louis or work remotely with in-person meetings on occasion

Hours: This position will begin as a part-time role scoped 20-26 hours/week. The position will have the opportunity to grow into a full-time, benefits-eligible role in 6 - 18 months.

Essential Duties & Responsibilities

Technology Management (40% of time)

- Administer PhilMO Salesforce database, including data upkeep and quality assurance, managing user training, implementing updates, and visioning and implementing customizations as needed.
- Maintain existing PhilMO website (Drupal) and its interface with Salesforce. In 2023-2024, coordinate website redesign to upgrade to Drupal 9 and improve user experience.
- With support of Network leads, maintain Network listservs (Electronic Embers).

- Remain aware of technological trends and new tools; champion appropriate technological solutions to address organizational pain points.
- Represent PhilMO in the United Philanthropy Forum's Knowledge Management Collaborative.

Operations Management (25% of time)

- Maintain and monitor the implementation of PhilMO policies and procedures.
- Liaise with Insperity, PhilMO's professional employment organization (PEO), to assure timely payroll and benefits distribution to staff.
- Serve as main point of contact for the physical office (if based in St. Louis) and oversee related vendors.
- Track and monitor memberships, including designing and managing the annual dues renewal campaign.

Financial Coordination (15% of time)

- Work with external accountant to oversee PhilMO finances, including accounts payable and accounts receivable.
- Work with the CEO and team to develop the annual budget; create forecasting as needed.
- Work with the Operations Associate to coordinate the annual audit, including preparation of information and communication with auditors.
- Serve as primary contact for the Audit (meets semi-annually in virtual format) and Finance (meets quarterly in virtual format) Committees of the Board.

Sector Learning, Research, and Reports (10% of time)

- Build and/or maintain familiarity with landscapes of philanthropy, development, and nonprofit sector.
- Ensure a high level of accountability through translation of work-related activities into progress reports for team and Board of Directors.
- Staff occasional sector and topical research projects for PhilMO.

Partnerships & Collaboration (10 % of time)

- Participate in PhilMO staff meetings and one-on-one supervision meetings with PhilMO CEO.
- Attend occasional in-person meetings, including Annual Conference (typically late January), Staff Retreat, and at least one in-person Board meeting annually.
- Represent PhilMO and cultivate and maintain relationships with other PSOs, Members, and related sector stakeholders.
- Contribute to strategic planning as well as personal and team development.
- Provide staff support cross-functionally as needed, including occasional program and research support.
- Lead special projects as assigned.

Required Qualifications, Skills, and Attitude:

- Interest in Missouri's philanthropic sector; desire to strengthen it through PhilMO's mission and vision.
- Energy to contribute to a collaborative, lean team as they build upon 50+ years of history and strategically develop a statewide membership.
- Interest in diversity, equity, and cultivating belonging across identities, beliefs, and lived experiences (as applied to PhilMO internally and across the membership). **Prefer** demonstrated commitment.
- Salesforce and website management experience; **prefer** prior work with Drupal and website design experience. Formal Salesforce training, certification, etc., would delight and is not expected.
- Fluency in a range of technological solutions and enthusiasm for identifying new technology tools to forward PhilMO's work. Ease communicating technological solutions to people with varying skill sets.

- Curiosity and passion for learning.
- Ability to work problems independently and arrive at solutions after initial direction.
- Excellent time management and organizational skills. Exceptional attention to detail.
- High ethical standards, discretion, and respect for confidentiality.
- Bachelor’s degree or equivalent combination of education and work/lived experience.

Additional Preferred Qualifications & Skills:

- Capacity to navigate the unexpected and engage team ideation related to and beyond individual role.
- Experience with nonprofit accounting and HR functions (to inform oversight of external contractors).
- Willingness to occasionally travel statewide, with notice, to support programs and/or staff development. Prefer access to reliable personal transportation.
- Experience working with grantmakers, nonprofits, and/or organizations serving the social sector.
- Experience in data visualization and/or infographics/graphic storytelling would be welcome.

Commitment to Inclusion

PhilMO actively cultivates an inclusive environment where team members of diverse identities and backgrounds will thrive. We believe philanthropy and PSOs are most effective when our staff and leadership reflect the rich diversity of our communities. PhilMO is an Equal Opportunity Employer.

Compensation

- **Salary range** is \$29-40/hour (*negotiable within this range*)
- **Flexibility in Work Schedule & Location.** Generally, the PhilMO team works when and where they are most productive. For employees based in Metro St. Louis, we support hybrid schedules and maintain a physical workspace. We ask employees to work at least 51% of the time in MO (*exceptions negotiable*).
- **Holidays & Time Off.** All team members qualify for 15 paid holidays and paid time off (PTO). Full-time PTO begins at 15 days annually; part-time PTO is prorated based on hours.
- **Professional Development.** We invest in the development of each employee. All team members are expected to engage in – and may propose – team and individual learning.
- **Volunteerism.** Paid time is allocated monthly to serve in self-selected, community-facing roles.

Timeline & Process to Apply

Application Contact: Carla Brown, Operations Associate, info@philmo.org, 314-621-6220

Application Deadline: Rolling with initial interviews beginning in **July 2023**.

Application Instructions:

- Complete applications will include your updated **resume** and a **cover letter** that specifies the nature of your interest and experience as related to this opportunity at PhilMO.
- Submit your complete application via email to Carla Brown at info@philmo.org using subject line “Application for Operations & Tech Manager - [Your Name].” Include Cover Letter and Resume as PDF attachments.
- References and work samples may be requested during the interview process. Do not include them with your initial application.