



**Job Description: Programs & Services Lead** (with possible Communications functions)

**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**

**Role Overview:**

Operating primarily out of St. Louis, our Programs & Services Lead manages our virtual and in-person programming activities, including speaker coordination, planning, implementation, and follow up. PhilMO approaches programming collaboratively, meaning most team members contribute to ideation. Further, team members are available to be assigned targeted roles by the Programs & Services Lead to ensure program success.

The Programs & Services Lead actively facilitates peer-to-peer connection for Members across the state and engages in sector research in response to Member research requests. This position joins the rest of the PhilMO team in advocating for and championing established and emerging best practices in philanthropy, including trust-based, inclusive, and equitable grantmaking practices.

*This role may be paired with the Communications Lead (described below) to be full-time.*

**Title:** Programs & Services Lead (title can be adjusted based on applicant experience)

**Reports To:** CEO

**Where:** Primarily based in St. Louis with some remote work optional

**Hours:** PART-TIME OPTION

As a part-time position, this role is scoped to be 20+ hours per week.

FULL-TIME OPTION

For a full-time position, may be paired with Communications functions (see below).

**Essential Duties & Responsibilities for Programs Lead:**

**Program Support & Project Management – 70% of time**

In partnership with the PhilMO team, develop, implement, and evaluate 24-36 programs annually for Missouri grantmakers and stakeholders, including:

- Ensure programs are responsive to the evolving philanthropic and statewide landscape.
- Draft, edit, and disseminate program descriptions and fliers.

- Produce detailed agendas, facilitation guides, slides, and other materials for programs.
- Manage communication with guest speakers, facilitators, hosts, and participants.
- Coordinate day-of activities, including setup and break down, and post-event activities, including evaluations, acknowledgments, and website updates.
- Ensure program-related data and information is kept up to date in the PhilMO database.
- Inform program-related communications content (deployed by Communications Lead).
- With Operations Manager and CEO, outline a budget for programs and assure compliance.

#### *Partnerships & Collaboration- 15% of time*

- Participate in PhilMO staff meetings and regular one-on-one meetings with PhilMO CEO.
- Set agenda for and co-facilitate quarterly Programs & Services Board Committee meetings.
- Provide administrative and operations support for Member-led groups.
- Cultivate and maintain relationships with other PSOs and sector stakeholders.
- Attend community meetings and provide staff support for collaborative projects.

#### *Sector Learning, Research, & Reports -10% of time*

- Respond to Member inquiries and requests, completing necessary research and drafting responses. Additionally, staff occasional sector and topical research projects for PhilMO.
- Maintain familiarity with the landscapes of philanthropy, development, and nonprofit sector.
- Ensure a high level of accountability through translation of work-related activities into progress reports for staff and Board of Directors..

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

- Produce special reports and/or contribute to special projects as needed.
- Engage actively in strategic planning and team development.
- With supervisor, identify and pursue meaningful individual professional development.

#### **Required Qualifications, Skills, and Attitude for Programs Lead:**

- Enthusiasm for PhilMO's mission and vision. Commitment to strengthening the philanthropic sector in Missouri.
- Excellent project management and event planning skills. Able to shift priorities as needed, keeping the big picture and strategic goals in mind.
- Curiosity and passion for learning and growth-centered operating principles.
- Demonstrated commitment to diversity, equity, and cultivating inclusion across identities, beliefs, and lived experiences.
- Superb time management, organizational skills, and attention to detail balanced with capacity to navigate the unexpected.
- Strong written and verbal communication skills.
- Ability to work problems independently and arrive at solutions after initial direction.
- High ethical standards, discretion, and respect for confidentiality.
- Ability to learn new technology and adapt to changes.
- Willingness to travel statewide as needed to support the network required; prefer access to reliable personal transportation. Ability to work occasional early morning and evening hours.
- Bachelor's degree or equivalent combination of education and work/lived experience.

#### **Preferred Qualifications & Skills for Programs Lead:**

- Experience evaluating program effectiveness and organizational impact.
- 2 or more years of experience working with grantmakers, nonprofits, or intermediary organizations serving the nonprofit sector.
- Nuanced understanding of the field of philanthropy and critiques of the sector.
- Group facilitation and support skills; interactive virtual meeting techniques a plus.
- Comfortable using Microsoft Office Suite, Cloud-based document storage, CRM software, and graphic design platforms. Experience with Salesforce is a plus.
- Ability to lift or move up to 20 pounds as programming needs require.

## TO EXPAND TO FULL-TIME, Communications Functions may be added:

To maximize the possibilities of our new brand and statewide footprint, we are making a targeted investment in communications. Related functions include working with the CEO to design and deploy a strategic communications plan. Activities will include drafting and publishing our regular Member newsletter ([recent example](#)), collaborating with the team to ensure [website](#) content is engaging, working with the CEO and other partners to cultivate dynamic blog content, and differentiating then growing social media channels to effectively drive strategic goals.

If you have a background or training in Communications and want to apply for a full-time role, we welcome you to indicate you are interested in Full-time Programs + Communications Lead.

### Compensation

- **Salary** (informed by hours and experience).
  - **Part-time Programs & Services Lead** range is \$25,000–33,000.
  - **Full-time Programs + Communications Lead** range is \$48,000–60,000.
- **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 encourage in-office work and support hybrid schedules. We request employees work at least 51% of the time in Missouri (some exceptions possible).
- **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.
- **Community Engagement.** Time is allocated monthly for team members to serve in a variety of community-facing roles.
- **Insurance (Full-time Only).** 80% health, dental, vision, and 100% life premium coverage for employee; 50% for dependents.
- **Retirement (Full-time Only).** 3% salary contributed annually (no employee match required).

### 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.

### Timeline & Process to Apply

**Application Contact:** Carla Brown, Operations Associate, [carla@philmo.org](mailto:carla@philmo.org), 314-621-6220

**Application Deadline:** Rolling with initial interviews beginning **May 9, 2022**

### Application Instructions:

- Complete applications must include: your updated resume and a cover letter that specifies:
  - What you are applying for: **part-time Programs & Services Lead** or **full-time Programs + Communications Lead**.
  - If applying part-time, the number of hours per week you propose to work.
  - The nature of your interest and experience as related to *this* opportunity at PhilMO.
- Submit your complete application via email to Carla Brown at [carla@philmo.org](mailto:carla@philmo.org).
  - Subject Line
    - Please use the following subject line for the part-time role: “Application for Part-time Programs & Services Lead - [Your Name]”
    - Please use the following subject line for the full-time role: “Application for Full-time Programs+Communications Lead - [Your Name]”
  - Include Cover Letter and Resume as PDF attachments