



## **Coordinator, Advancement and Membership** *Washington, DC (hybrid)*

### **Executive Summary**

**The National Center for Family Philanthropy (NCFP) welcomes applications for a Coordinator on its Advancement team.** NCFP works in collaboration with visionary philanthropic families to unlock their potential to create meaningful and enduring change.

The coordinator is part of the Advancement team and works closely with other team members, under the direction of the Senior Director of Advancement to support the member, network, and engagement functions for the organization. The coordinator is responsible for monitoring the primary email inbox for NCFP and managing the flow of requests for support and information, providing technical assistance for account access, providing support for grants management and reporting, generating membership outreach and invoicing, and providing general support for other advancement and membership projects and team administrative as needed. The ideal candidate will have familiarity with nonprofit organizations and an interest in family philanthropy. They enjoy juggling multiple projects in different stages of development and working in a collaborative team structure.

The salary for this position is \$76,000 – 84,000 plus benefits, which include flexible PTO, 12 holidays, 1-week July office closure, 1-week December office closure, new parent leave, 100% employee premium paid for medical/dental/vision insurance and generous premium subsidies for dependents (medical insurance has \$0 individual and family deductibles), 5% retirement contribution, short and long-term disability, life insurance, and professional development support. The final salary will be determined at the time of offer and will be based on depth of and applicability of experience. This is a Fair Labor Standards Act (FLSA) status non-exempt position. Staff are working in a hybrid environment, with a required two days per week in the office (Tuesdays mandatory and second day is flexible). Employees are welcome to work in the office more often. *Please see application instructions at the end of this document.*

*The National Center for Family Philanthropy (NCFP) is an Equal Opportunity Employer. It is the policy of NCFP to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. NCFP prohibits any such discrimination or harassment.*

### **Essential Responsibilities**

The Coordinator, Advancement and Membership will report to the Senior Director of Advancement and primarily will be responsible for:

- Member Relations
  - Reviewing, triaging, and responding to the incoming e-mail to the main NCFP inbox, and ensuring that all inquiries are handled in a timely and friendly manner
  - Coordinating all aspects of member intake, including attending member welcome calls, taking notes, entering critical information into Salesforce, and providing follow-up support for team members

- Preparing and distributing monthly member renewal reminders
- Data and Administrative Support
  - Providing support to ensure all aspects of member data tracking are completed, including, but not limited to:
    - Tracking and entering payments in Salesforce
    - Drafting and sending contribution acknowledgment letters
    - Developing member invoices
    - Providing NCFP's financial information to funders for electronic payments in a secure manner and confirming receipt of funds
  - Working with members to provide technical support for account creation and maintenance for the NCFP website
  - Supporting administrative needs of the team at the direction of the senior director, such as team meeting scheduling, credit card reconciliation, and other tasks as directed.
- Grants Management Support
  - Managing grant intake and processing within Salesforce
  - Preparing reports for network member organizations as required
- Project Management Support
  - Managing invitation process and tracking registration for events
  - Supporting sponsor activation at signature events, including the National Forum, by tracking sponsor benefits and providing on-site support as needed

The above list are the primary responsibilities of this role and while comprehensive, are not exhaustive. The responsibilities are expected to evolve over time based on the needs of NCFP and the skills of the person in the role.

## Candidate Profile

The ideal candidate will be inspired by NCFP's mission and intent to grow and reach more philanthropic families, resulting in both increased and more sustainable social impact. They are excited about building relationships by providing excellent member support, maintaining data to inform decision-making, and using project management tools to ensure smooth and efficient implementation.

We encourage you to apply if you are interested in the role regardless of whether you meet all of the qualifications below. We are interested in meeting candidates who want to learn and grow into the role as defined.

### Desired Qualifications

- 2-3 years of customer, administrative, donor, or member service experience
- Experience with database management; Salesforce a plus, but not a requirement
- Interest and experience in supporting and building relationships that foster engagement
- Strong attention to detail and an ability to develop and stick to organizational systems to establish priorities and meet deadlines.
- Desire to work in a collaborative, fast-paced, and changing environment
- Ability to manage through ambiguity while knowing when to ask for clarification
- Creativity and the desire to pitch in all tasks, large and small, to support the team.

### Application Instructions

To apply, please e-mail your resume and a less than 1-page cover letter to [hr@ncfp.org](mailto:hr@ncfp.org). Please include “Coordinator, Advancement” in the subject line. Cover letters that explain a candidate’s interest in the position and connect the dots to the candidate’s experiences are an essential part of our application process and are critical in helping us differentiate among applicants. Cover letters can be brief. Please do not omit this important component.

We will review resumes on a rolling basis with priority given to applications received by April 15, 2026. We will remove this posting when we are in final round interviews.

### About NCFP

NCFP is a network of philanthropic families committed to a world that is vibrant, equitable, and resilient. We share proven practices, work through common challenges, and learn together to strengthen our ability to effect meaningful change. As we navigate individual journeys of reflection and transformation, we see the results of intentional, impactful giving.

We promote open inquiry and ongoing reflection to advance the practice of family philanthropy, and we value the partnerships and mutual respect that make it possible for families to discover their purpose and possibilities.

NCFP offers a range of programs and services to foster learning for philanthropic families. We understand family philanthropy has many points of inflection—moments to embrace proven practices and advance momentum or to stall out due to uncertainty and lack of clarity. All of our programs are rooted in a Family Giving Lifecycle that provides easy onramps for families to connect with us—to begin planning, learning, and accessing custom support and resources.

Our decades of experience working with philanthropic families uniquely position us as a reliable partner who meets families where they are and provides the support and services they need to move forward with long-term planning and day-to-day decision making with confidence.

For more about the National Center for Family Philanthropy, please visit: [www.ncfp.org](http://www.ncfp.org).