



## Manager, Organizational Effectiveness

The National Center for Family Philanthropy (NCFP) is seeking a qualified candidate to join its dynamic team as a Manager, Organizational Effectiveness. This is a strategy-focused role primarily responsible for high-level engagement with the President and CEO and the executive team to manage strategic initiatives from development through successful execution. The position provides direct support for the President and CEO in decision-making, program management, and initiative implementation. This is a role for someone who is willing and able to take on critical management challenges and mobilize the team around successfully solving them. The manager would have responsibility across all functional areas of the organization and play a crucial role in streamlining how we do business. The Manager, Organizational Effectiveness reports to the Vice President, Planning and Management and supports functions across the organization.

### Roles and Responsibilities

- Serve as liaison between staff and senior management regarding project updates, proposals, and planning.
- Oversee daily operational management through collaboration with senior management and department leaders.
- Work with all employees for increased efficiency, and help to define new operational strategies.
- Handle internal inquiries and develop action plans to address them.
- Establish workflows and timelines for operational planning and expected decisions, milestones, events etc.
- Attend Executive Team meetings as assigned, capturing key decisions and ensuring dissemination action items.

### Key Qualifications and Competencies

- Bachelor's degree required
- 5-7 years of experience, preferably in project management and/or working in close coordination with senior executives. PMP certification preferred.
- Proven experience organizing multiple teams and departments.
- Familiarity with the field of philanthropy.
- Detail oriented, while able to seize the big picture.
- Good judgment and interpersonal skills.
- Good organizational and planning skills. Ability to meet short deadlines.
- Flexibility, ability to adjust priorities in a fast-moving environment.
- Integrity and ability to manage confidentiality.
- Demonstrated ability to capture key elements and decisions points, supported by good communication skills (verbal and written).
- Self-starter, able to gather critical information.
- Effective team player.



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### Compensation and Benefits Package

NCFP offers competitive salaries and a generous employee benefits package, including:

- 100% employer-paid premiums for employees' health, dental, and vision care.
- A 5% employer contribution to employees' 401K, subject to plan rules and guidelines.
- Generous vacation, sick leave, and personal leave.
- Four weeks of paid parental leave for new parents.
- 100% employer-paid premiums for life, long-term disability, and short-term disability insurance.
- A \$75 monthly transportation benefit.
- Employer support for professional development opportunities.

To apply, send a resume and cover letter to [hr@ncfp.org](mailto:hr@ncfp.org) with the subject line: Manager, Organizational Effectiveness.

### About NCFP

Established in 1997, the National Center for Family Philanthropy (NCFP) is a catalyst for the greater good; it provides donors and their families with comprehensive resources, expertise, compassionate support, and community. We are rooted in the belief that family participation enriches philanthropy and that philanthropy strengthens families. We empower donors and their families to define and pursue their purpose, establish thoughtful policies and practices, and build community to make a positive impact through their giving.

The National Center for Family Philanthropy 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.