



Program Manager *Location Flexible (Washington, DC preferred)*

Executive Summary

The National Center for Family Philanthropy (NCFP) welcomes applications for a Program Manager. NCFP works in collaboration with visionary philanthropic families to unlock their potential to create meaningful and enduring change.

The Program Manager is part of the NCFP Program Team and works closely with other team members, under the direction of the Senior Director of Programs, to develop and execute programs and events for the NCFP community that advance the field of family philanthropy and give families the skills, knowledge, and community to be more effective philanthropists. The Program Manager has primary responsibility for NCFP's monthly webinar series, helps to execute other NCFP signature events, and provides support for other program-related functions such as content development for presentations, research for various internal projects, and connecting community members to resources, programs, and peers. The ideal candidate will have experience managing projects and/or programs, familiarity with nonprofit programming, and an interest in family philanthropy. They enjoy juggling multiple projects at different stages of development and working in a collaborative team structure.

The salary for this position is \$80,000 – 85,000 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 (medical insurance has \$0 individual and family deductibles), 5% retirement contribution, short and long-term disability, life insurance, and professional development. 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 exempt position. If based in Washington, D.C., staff are working in a hybrid environment, with an average of two days per week in the office. *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 Program Manager will report to the Senior Director of Programs and will be responsible for:

- Managing the monthly webinar series planning and execution: identifying topics and speakers in consultation with team members, developing content and flow of sessions, creating webinar materials for attendees, and managing logistics.
- Supporting content development and execution for NCFP convenings and larger events, including the National Forum on Family Philanthropy (fall 2024), Trustee Education Institute (fall 2023), CEO Retreats (fall 2023), and other trainings and programs.

- Working with fellow program team members to provide support to virtual programs such as staffing breakout sessions, managing technical logistics, and capturing follow-up items.
- Preparing supporting presentation materials such as slides, resource lists, etc.
- Supporting the development team with new member calls, including managing substantive follow-up such as sharing resources, guidance, peer connections, and suggestions of relevant NCFP programs or networks.
- As needed, providing support for consulting engagements such as conducting research, taking notes and synthesizing, and preparing materials.

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 passionate about building and executing programs, developing project plans, 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

- 4-6 years’ experience with program management and virtual learning programs with a focus on philanthropy, nonprofit management, public policy, or other closely related issue area desired
- Ability to succinctly and clearly summarize in writing program topics for potential audiences
- Comfort with speaking in front of a group to open learning sessions and a desire to strengthen and develop their public speaking skills
- Experience supporting meeting facilitation
- Interest and experience in building relationships that foster engagement in programming
- Interest in developing educational programs and an aptitude for research and analysis
- Strong attention to detail and an ability to develop and stick to organizational systems to establish priorities, build project plans, and manage teams to meet time-sensitive project goals.
- Desire to work in a collaborative, fast-paced, and changing environment
- Ability to manage through ambiguity while knowing when to ask for clarification
- This position will require both creativity and the desire to pitch in all tasks, large and small, to support the team.

NCFP requires that all employees be fully vaccinated against COVID-19 prior to their start date. NCFP follows the CDC on the definition of [fully vaccinated](#). Accommodations may be sought and approved in accordance with the law.

Application Instructions

To apply, please e-mail your resume and cover letter to the attention of Diana Heath at hr@ncfp.org. Please include “Program Manager” in the subject line. We will review resumes on a rolling basis beginning on February 15, 2023 and will remove this posting when we have an accepted offer.

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.