



NATIONAL CENTER FOR
FAMILY PHILANTHROPY

List of Position Descriptions

The following samples have been collected from NCFP members and are shared as examples only. Job titles that are part of the complete collection currently include:

Administrative and Office Management

Administrative Assistant
Executive Assistant
Part-time Foundation Administrator
Program and Operations Manager
Talent and Human Resources Manager

Communications and Marketing

Communications Assistant
Communications Officer
Communications Specialist
Director of Communications
Program and Communications Officer
Senior Communications Officer
Social Media Manager
Strategic Communications Director

Executive Office

Board Liaison
Chief Executive Officer
Chief of Staff and Board Liaison
Executive Director
President
President and CEO

Grants Management

Grants Administrator Associate
Grants and Database Administrator
Grants and Finance Manager
Grants and Operations Manager
Grants Associate
Grants Coordinator
Grants Management and Admin Associate
Grants Manager
Grants Manager and Executive Assistant
Grants Officer
Senior Grants Officer

Finance, Investment Management, and Impact Investing

Director of Impact Investing

Director, Finance and Administration
Director, Finance and Operations
Director, Program Related Investments
Finance Manager
Financial Services Controller
Investment Officer
Mission Investing Analyst
Mission Investing Associate
Program Director, Impact Investing
Senior Finance Associate
Staff Accountant

Learning and Evaluation

Chief Officer of Impact and Learning
Director of Learning
Director of Strategy and Learning
Evaluation and Learning Specialist
Senior Strategy, Learning, and Evaluation Officer

Programs and Strategy

Director of Programs
Network Manager
Program and Grants Associate
Program and Operations Manager
Program Assistant
Program Associate
Program Director
Program Manager
Program Officer
Senior Program Officer
Vice President for Programs
Vice President for Strategy and Impact

Racial Equity, Diversity, and Inclusion

Chief DEI and Belonging Officer
Chief Equity and Learning Officer
Chief of Equity and Culture
Director of Racial Justice
Equity Lead
Manager of Diversity, Equity, and Inclusion



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