



## Council of New Jersey Grantmakers Manager of Programs and Learning

Posted: 1/2/2023

### SUMMARY

The Council of New Jersey Grantmakers (CNJG) is a statewide nonprofit philanthropy serving organization. Among our members are private and community foundations, corporations, public/government grantmakers, federated funds, and giving circles. As a membership association, our priority is to support the philanthropic aspirations of members through networking, high quality training and education, knowledge building, and technical assistance.

The Manager of Programs and Learning is a key member of the CNJG team. This position will manage all logistics, including scheduling, marketing, and production of signature events, affinity groups, special meetings, briefings, and educational programs that provide professional skill-building, issue-based knowledge development, as well as opportunities for learning, networking, and partnerships. CNJG offers self-produced educational programs, and programs offered through regional and national partners. These educational and networking gatherings are consistently highly rated and the most visible benefit of membership. The full-time position reports to CNJG's President and CEO.

### JOB RESPONSIBILITIES

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#### Program Logistics and Administration:

- Coordinate logistical and administrative aspects of 40+ CNJG-produced programs, Signature events (Spring Conference/Colloquium and Annual Meeting), and various meetings and briefings, including:
  - Coordinate speakers, venue, catering needs, and other event service providers if in-person, or via Zoom if virtual program.
  - Support member volunteers (e.g. affinity group co-chairs) to schedule and arrange prep meetings related to programs. Provide/ensure follow-up activities.
  - Design compelling promotional language for website, emails, mailings and social media; manage marketing, digital promotion, and publicity of programs through listserves, and other available avenues. This may include hard-copy mailings. Generate new ideas for improving outreach and collaborate with webmaster to provide current program information for website and e-publications.
  - Track registrations/attendance. Compose and send reminders. For in person events, create attendee lists and nametags.
  - Compile handouts and other program materials.
  - Attend and staff programs, create talking points for President to deliver opening remarks, deliver opening remarks if President is not in attendance, help facilitate discussion as needed and appropriate, and monitor event flow.
  - Distribute, collect, aggregate, and report on evaluations.
  - Create and follow up with post-event communications, reports, and distribution of materials for briefings, affinity group meetings and Signature events.
  - Write talking points and remarks for member volunteers, sponsors, and President.
  - Working with President and CEO, plan annual budget for 2 Signature events.

- Recruit Signature event sponsors and exhibitors; ensure sponsor and exhibitor benefits are received and implemented; follow up activities including thank-you emails and acknowledgements.
- Curate and promote non-CNJG-produced programs and meetings, and track attendance with partner organizations.
- Write and send correspondence, documentation, reports, and evaluation collection and aggregation related to programs. Examples include thank-you emails, program descriptions, run of show, planning documents, etc.
- Monitor trends in attendance and frequency of events to ensure all constituents are served appropriately; help identify and alert CNJG staff of recruitment and stewardship opportunities.
- Staff the Signature Program Committee, including planning meeting schedules and agendas with committee chair(s) and President; provide research, develop and disseminate materials, and write minutes, and perform follow up communications and actions as required. Create quarterly programs reports for Board meetings.
- Lead program registration activities including, but not limited to: responding to phone, website, and email inquiries, sending confirmations, and dealing with walk-in registrations.

Other:

- Assist with maintaining and updating database records.
- Ongoing communication with members. Respond to members and member queries, including research and information gathering.
- Assist in preparing lists, reports, and analysis of data as needed; preparing materials for board meetings and other programs; and other administrative support as needed.
- Other duties as assigned, including routine office operations, project coordination, and support of special programs and projects.

## **EXPECTATIONS**

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- Work closely with the President and Director of Member Services to foster and monitor program production, participation, member engagement, and satisfaction.
- Work closely with event/project consultants to produce large-scale events and special meetings.
- Stay informed about members' grantmaking activities, philanthropic resources, and trends.
- When authorized, represent CNJG at selected regional and national events to expand knowledge, contacts, gather program ideas, and membership prospects.
- Must be able to travel throughout New Jersey, and out of state on occasion for regional and national conferences.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

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- Bachelor's degree with an equivalent 2 years related work experience, ideally, in the nonprofit, philanthropic, or business sector with an interest in the nonprofit and/or philanthropic sector.
- Experience with educational program development desired.
- Experience with event planning or hospitality industry desired.
- Ability to understand and comprehend a membership environment.
- Excellent written and oral communications skills; ability to write promotional descriptions and program narratives.
- Excellent attention to detail.
- Analytical, project and time management skills; ability to anticipate needs a must.

- Ability to perform a substantial number of tasks independently, yet work collaboratively as part of a small team.
- Strong proficiency with Microsoft Office required.
- Experience with a CRM system (Salesforce a plus) and online tools (MailChimp, SurveyMonkey, Zoom meeting/webinar).
- Must be equally comfortable working independently, as well as part of a small team.
- CNJG is a fully virtual office. Must agree to work at own location.
- Must live in New Jersey and be able to travel throughout the state for in-person meetings and programs.

## **PHYSICAL EXPECTATIONS**

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The Manager of Programs and Learning must be able to:

- Have access to a reliable, properly insured vehicle to travel throughout the state.
- Lift up to 30 lbs.
- Work at a desk with repetitive hours at a computer.
- Participate in occasional early morning and/or evening work.

## **COMPENSATION**

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This is an exempt, salaried position. Based on experience, salary for the position is between \$61,800 and \$65,000. Total compensation includes contribution to CNJG health insurance policy, generous 401K contribution after one year, quarterly stipend to support remote office, personal time off, standard holidays, and summer hours. The final candidate for the position must successfully complete a background check.

## **HIRING PROCESS AND TIMELINE**

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Please submit a cover letter and resume in PDF format to [cnjgsearch@cnjg.org](mailto:cnjgsearch@cnjg.org) using the subject line “Manager of Programs and Learning Search” by February 15, 2023. No phone calls, please.

Applications will be reviewed on a rolling basis, and will remain open until the new team member is found. Only those selected for an interview will be contacted.

We will review resumes as received, and anticipate conducting 30-minute phone interviews beginning in late January. Beginning in mid to late February, those selected to advance in the hiring process, will be invited to a 1-hour video interview. If invited for this interview, we will ask for 2 writing samples relevant to this position to be received in advance of the video interview. Finalists will be invited to a second 1-hour interview. This position would ideally start in March 2023.

The Council of New Jersey Grantmakers is an equal opportunity employer committed to diversity, equity, and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. We welcome and encourage all qualified candidates to apply.