



Council of New Jersey Grantmakers Program & Services Coordinator

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The Council of New Jersey Grantmakers (www.cnjg.org) seeks a Program & Services Coordinator who will manage the logistics of the scheduling, promotion, and production of educational programs that provide professional skill-building and issue-based knowledge development opportunities for funders working in New Jersey. CNJG offered over 40 self-produced educational programs and another 40+ programs offered through regional and national partners. These educational and networking opportunities are consistently highly-rated and the most visible benefit of membership. The full-time position reports to CNJG's Director of Member Services, and works in CNJG's Trenton offices.

JOB RESPONSIBILITIES

Program Logistics and Administration

- Coordinate logistical and administrative aspects of 40+ CNJG-produced programs and meetings annually, including:
 - Coordinate speaker, venue, and catering needs
 - Support member volunteers (e.g. affinity group co-chairs) to schedule and arrange prep meetings related to programs, and follow-up
 - Craft compelling promotional language for website, emails, mailings and social media; manage marketing, digital promotion, and publicity of programs through listserves and hard-copy mailings; generate new ideas for improving outreach; collaborate with Webmaster to provide current program information for website and e-publications
 - Track registrations/attendance, create attendee lists and nametags, and compose and send reminders
 - Compile handouts and other materials
 - Attend and staff programs, deliver opening remarks, help facilitate discussion as needed and appropriate, and monitor event flow
 - Distribute, collect, aggregate, and report on evaluations
 - Follow up with post-event communications, reports, and distribution of materials
- 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
- 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
- Support and represent CNJG at Signature Events (Spring Conference/Colloquium, Annual Meeting, and Investment Forum)
- Staff the Program Committee of the Board, 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
- Provide registration support including, but not limited to: responding to telephone, website, and email inquiries, sending confirmations, and dealing with walk-in registrations

Member Services

- Provide administrative support with membership recruitment and renewal efforts, including, but not limited to:
 - Maintain and update database records and marketing materials

- Assist with annual renewal process and follow up
- Design and update status reports
- Respond to email, website, telephone and in-person inquiries

Other

- 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

EXPECTATIONS

- Work closely with the Director of Member Services to foster and monitor program production, participation, member engagement, and satisfaction
- 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
- Perform other related duties as assigned

QUALIFICATIONS

- Bachelor's degree or an equivalent two years related work experience, ideally, in the nonprofit, philanthropic, or business sector with an interest in the nonprofit and/or philanthropic sector
- Some 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 copy/descriptions
- 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)

PHYSICAL EXPECTATIONS

The Program & Services Coordinator 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

This is an exempt, salaried position with room to grow. Salary for the position starts at \$44K. Total compensation includes contribution to CNJG health insurance policy, generous 401K contribution after one year, personal time off, and standard holidays. The final candidate for the position must successfully complete a background check.

Applications including a cover letter and resume detailing your interest in the position should be sent via email to cnjgsearch@cnjg.org with PSC Search in the subject line by June 1, 2018.