

POSITION: Program Assistant

Grantmakers for Education (GFE) is seeking a professional who relishes the behind-the-scenes work of successful programs to join us in achieving our mission of strengthening philanthropy to improve outcomes and expand opportunities for all learners.

Our Organization:

Grantmakers for Education's mission is clear: strengthen philanthropy to improve outcomes and expand opportunities for all learners. Headquartered in Portland, Oregon, GFE brings together hundreds of private and public philanthropies committed to improving public education, including closing the achievement gap for students from all backgrounds, improving teaching and leadership and fostering innovation and new models for learning. We provide a forum for interaction and engagement for our members that builds upon and deepens the effect of their individual investments by enhancing their knowledge about effective education strategies and high-impact grantmaking strategies.

It is an exciting and inspiring time to join our team as we position the organization to exceed the expectations and needs of its members and continue to develop programs and services that focus on the most critical education matters ahead.

GFE offers a culture of committed team members working toward a common cause, competitive salary and benefits options, and generous vacation policies.

For more information about our work and results, please visit <http://www.edfunders.org>

Position Overview:

Grantmakers for Education's program assistant will work to support programs, providing essential support and outstanding customer service to ensure successful development and execution of quality programs such as our annual conference and other events. The assistant will work in collaboration with the program manager to develop and support programs, and to assess trends in member engagement and participation.

Essential Functions:

Planning

- Support implementation of programs
- Manage master program schedule and calendar of events
- Contribute to program goal and milestone development

Communication

- Provide exceptional customer service
- Act as a point of contact for program related questions for members and non-members
- Serve as a liaison for vendors
- Serve as a liaison with program speakers (managing such logistics as sharing event details with speakers, collecting speaker information, tracking travel, etc.)

Implementation

- Assist the program manager in annual conference site selection, fundraising, volunteer coordination, marketing and site management
- Pre-program to post-program – provide project support and coordination including logistics and planning
- Provide support in the promotion and communication of programs
- Coordinate program logistics, including site logistics (meals, audiovisual equipment, etc.)
- Assist in coordination of site visits and other small group sessions taking place at the annual conference or other programs
- Build and utilize effective systems to track progress and next steps
- Assist the program manager on other tasks as assigned

Evaluation

- Assist in maintaining systems for knowledge capture and management
- Support program evaluations in order to continually strengthen GFE programs

Key Qualifications:

We are seeking a consummate professional with good instincts for program content and participant engagement and whose attention to detail, preparation, and willingness to pitch in where needed consistently results in quality programs for GFE members.

Successful candidates will have previous program management experience and can demonstrate that they are an autonomous self-starter with the ability to manage multiple projects on tight deadlines.

- Bachelor's degree
- Outstanding planning and organization skills
- Exceptional interpersonal skills/ability to work within teams
- Superior communication (writing, editing, presenting) skills
- Ability to interact with members and staff from a variety of backgrounds and levels while upholding the highest degree of professionalism and judgment
- Ability to generate and proactively implement ideas in fast-paced, service oriented environment
- Proficiency in Microsoft Office suite (Excel, PowerPoint, Outlook and Word)
- Experience/knowledge of education reform and/or philanthropy a plus
- Experience in program or event coordination a plus

Compensation:

Salary for this role is competitive at \$35,000-40,000, commensurate with experience.

Location:

GFE currently operates as a virtual organization with a home base in Portland, Oregon. Flexibility in office location is possible.

How to Apply:

Please submit an updated resume and a detailed cover letter addressing why you are interested in the mission of Grantmakers for Education and specifically, the role of the program assistant, to jobs@edfunders.org. All applications should follow the subject line "[Name] Program Assistant Application". Applications are reviewed on a rolling basis and the position will be open until filled.

Be part of a committed team working toward the day when every student succeeds in their education and career and has a positive impact on their community and the nation.