

Position Announcement
NATIONAL NETWORK OF CONSULTANTS TO GRANTMAKERS
PROJECT DIRECTOR (PART-TIME EXEMPT POSITION)

WHO WE ARE:

The **National Network of Consultants to Grantmakers** provides a learning community and a forum for open discussion among consultants dedicated to increasing and strengthening philanthropy. *The Network's mission is to increase the quality, effectiveness and capacity of grantmakers by mobilizing and strengthening the work of knowledgeable, ethical and experienced consultants.* NNCG offers resources, opportunities for engagement and access, and support for consultants seeking to hone best practices and increase their impact and that of their clients. It offers consultants a forum in which to convene and practice professional development, and it provides a national platform for cooperative involvement in addressing the principal issues, trends, and challenges that we face daily in the philanthropic field. NNCG is a special project of the **Tides Center**.

Over the past two years NNCG has successfully created a dynamic Directory of Consultants and has attracted support to promote and grow the organization. We seek an entrepreneurial and energetic part-time project director to help take us to our next level of organizational stability and service to the field of philanthropy.

PROJECT DIRECTOR ROLE:

The project director will work with a dedicated group of volunteer members and a virtual office staff to

- Expand the visibility and use of our Directory of Consultants as a vital resource to grantmakers
- Achieve organizational growth by increasing membership, creating business partnerships and successful grant funding
- Assist the professional consultant members in developing thought leadership via programs and networking
- Work with a part-time administrative team (contracted firm) to manage routine financial processing and routine communications

THE IDEAL CANDIDATE WILL HAVE:

- experience in membership association management, ideally with grantmaker and grantmaker-serving groups
- experience in grant research and proposal development
- experience in financial management and reporting
- experience in a virtual office environment
- strong communication skills, including public speaking and writing for the web
- budgeting and project management skills
- knowledge about web data bases and be able to work well with consultant technical specialists
- a diplomatic and outgoing personality as the representative of the organization with other grantmaker-serving organizations.

COMPENSATION:

Salary range for this part-time position is set at \$30,000- 35,000 for 20 hours per week depending on experience. The successful candidate may obtain benefits by direct payment to Tides; no benefits are currently paid by NNCG. Special events held one to two times per

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year may sometimes require additional hours for short periods of time. Some limited travel may also be required.

Due to the virtual office nature of this job, the project director can be located anywhere in the continental US. The successful candidate will supply his/her own office space and equipment.

This position is currently open (7/22/14) and will be filled as soon as possible. Resumes and cover letters may be sent via email attachments to:
Resumes@nncg.org.

For full job description, see attached and view at www.nncg.org

ESSENTIAL DUTIES AND RESPONSIBILITIES IN PRIORITY ORDER:

Membership

Directs and implements the NNCG membership campaign in partnership with the Membership Task Force, including expanding membership in accordance with NNCG's growth and diversity goals.

In cooperation with the Membership Task Force, actively expands outreach and the mailing list of prospective members, and regularly invites people and organizations to join NNCG and volunteer on task forces, programs and other member activities. Identifies incentives and encouragement for joining.

In partnership with the Membership Task Force, designs and implements a member renewal effort to achieve maximum retention.

Supervises contracted staff in implementing membership development activities (routine invitations, screening, renewals, and welcome/orientation notifications). Coordinates with contracted staff to process all new member intake, including vetting references.

Fund Development & Financial Management

In partnership with the Fundraising Task Force, identifies, researches, and cultivates relationships with potential funders.

Researches and writes proposals to foundations and other funding entities, with approval of Steering Committee.

Writes interim and final reports of accomplishments and progress to funders with input from Steering Committee and Task Force Chairs.

Develops and monitors the annual and monthly NNCG budget, working closely with the Treasurer. Prepares reports for the Steering Committee and develops strategies for course correction if benchmarks are not met and brings recommendations to the attention of NNCG Chair, Treasurer, and Steering Committee.

Creates budgets and supervises contracted staff to manage income and expense processing with fiscal sponsor.

Communications Promoting Greater Visibility and Use of Directory of Consultants

Acts as organizational representative in negotiations with partner organizations to establish tests of shared web directory, monitor success and manage follow up.

In cooperation with the Steering Committee, implements a communication strategy targeting a diverse range of audiences including grantmakers, grantmaker associations, consultants, and the media. Communications should promote use of the NNCG Directory, webinars, and other resources as a service to grantmakers.

Coordinates with contracted staff to compile and update information on NNCG members to ensure accuracy and currency, and provides overall quality control.

Communications, Strategic Partnerships & Programs

Cultivates and stewards relationships with diverse organizations and associations that serve grantmakers in pursuit of cooperative and strategic partnerships to achieve NNCG's mission and goals.

Identifies and coordinates opportunities to exhibit at conferences and events and serves as spokesperson and representative of NNCG.

Maintains regular communication to members, including e- mailings, e-newsletters, briefings, invitations, postings, and updates. Oversees work done by contracted staff on routine communications.

Develops and sustains an ongoing process for soliciting and sharing members' resources and publications.

In cooperation with the Technology task force, Steering Committee and contracted staff, oversees and manages the NNCG website (including maintenance, assurance of accuracy and comprehensiveness, and enhancements). Coordinates with contracted staff and with webmaster to provide regular updates to website.

In partnership with the Programs and Services Task Force and the Steering Committee, designs and implements regular NNCG convenings for exchange of ideas, networking, and outreach to prospects and partners, including webinars, seminars, regional meetings, conference sessions, and other activities. Travel will be required one to two times per year for these events.

Organizational Management and Administration

Develops and manages the NNCG work plan to achieve annual goals and objectives as set out in the Strategic Plan adopted in 2011.

Advances the overall growth and development of NNCG by providing vision and leadership to volunteer task forces and working groups

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Supports the Steering Committee and 3-6 task forces and working groups by planning agendas, developing all supporting materials, coordinating, reporting and follow-up, and other duties as needed and requested. Coordinates with contracted staff on routine logistics and follow up.

Recruits NNCG membership for Task Forces and Working Groups, in cooperation with Steering Committee and Task Force leaders.

Encourages active engagement of members in NNCG activities and programs that support the mission.

Serves as point of contact for all NNCG inquiries

Coordinates with contracted staff to manage updates of internal and web-based databases.

The National Network of Consultants to Grantmakers, a project of **Tides Center**, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.