



Donor and Trustee Program Manager

Position: Full Time, Exempt
Salary Range: \$80,000-\$97,500
Reports to: Vice President, Strategic Initiatives

Position Summary

We are seeking an experienced Donor & Trustee Program Manager to conduct outreach to the NCG and regional target audience; facilitate the educational journey of participating philanthropists; build and manage partnerships with allied regional institutions; cultivate networks focused on implementing the [5 Shifts](#); and connect interested philanthropies and networks to opportunities to advance systemic change within the region.

This Program Manager works in close partnership with the President/CEO, Vice President for Membership, and Vice President for Strategic Initiatives. This position reports to the Vice President for Strategic Initiatives. The Donor & Trustee Program Manager will support NCG's leadership to amplify the key messages and best practices outlined in NCG's November 2021 report [Get it Right: Five Shifts Philanthropy Must Make Toward an Equitable Region](#).

Specifically, this dynamic individual will manage a new program funded by the Packard Foundation to: (1) coordinate NCG's relationships and partnerships with foundation CEOs, board members, trustees, and donors seeking to implement the 5 Shifts; and (2) build their knowledge and commitment to a philanthropic sector centered on racial equity and justice, community leadership, and bold, generous investment at scale.

Essential Job Functions

- Overall management of 5 Shifts grantmaker relations and services
- Community outreach and management
- Develop internal and external advisory support
- Knowledge sharing
- Program management (35%) with a focus on strategic planning for long term outcomes
- Create and manage program strategy
- Develop advisory council
- Educational programming
- Build 5 Shifts partner network
- Project manage 5 Shifts fundraising
- Drive donor engagement

Competencies

- **Strategic:** Ability to collect, review, synthesize, and present information and findings and influence project trajectory.



- **Values-based:** Commitment to systemic change and social justice. Demonstrated knowledge of racial equity, as well as Northern CA region's salient economic, and social, or environmental justice issues.
- **Relational:** Ability to cultivate and maintain complex relationships with colleagues and members. Excellent interpersonal skills with an ability to work with diverse people and in diverse groups.
- **Adaptable:** Ability to change course and support the successful completion of projects.
- **Joyful, Enthusiastic and Optimistic:** Has an overall positive outlook on life; brings joy, humor, possibility, and positivity in the face of challenges.
- **Attention to Detail:** Ability to prioritize amid competing demands, respond effectively to time sensitive, emergent opportunities, self-initiate, and multi-task to ensure high quality of delivery on projects.
- **Results-oriented:** The ability to organize, prioritize, and manage complex, multidimensional projects and the commitment and ability to meet work goals in a timely manner.
- **Emotionally intelligent:** Is self-aware and reflective, and able to read and respond appropriately to the energy in a room.
- **Resourceful:** Finds alternative solutions to overcome problems or limitations.

Relevant Experience Required:

- Minimum 5 years of experience in philanthropy, donor advising, non-profit management or related, transferable experience.
- Proven success in leading strategic initiatives and developing/executing successful plans to achieve strategic goals.
- Minimum three years of experience of operationalizing racial equity, diversity, and inclusion tools and frameworks in an organization.
- Proven ability to work effectively and respectfully with politically, ideologically, culturally and geographically diverse people and communities.
- Experience and comfort with facilitation, public speaking, and relationship management.
- Technical acumen: Salesforce, Drupal, Microsoft Suite, Adobe, and social media; technical literacy and a natural curiosity to find solutions through data driven results.
- Experience and willingness to translate mistakes into lessons learned
- BA or BS degree or equivalent life experience
- Must be local to the Bay Area to work in the NCG office in San Francisco when in-person activities resume
- Ability to travel throughout the region i.e., the 48 counties north of the SLO/Kern/San Bernardino line (the majority of NCG members are in the 12-county Bay Area/Central Valley).



About NCG

NCG brings philanthropy together to build healthy, thriving, and just communities. We work to enhance the effectiveness of philanthropy and to strengthen the ties between philanthropy and its many stakeholders, including nonprofit organizations, government, business, media, academia, and the public at large.

We offer a robust benefit package including health, dental and vision insurance, paid time off for community service and participation in a retirement plan. You would be joining a joyful team of individuals committed to social impact, a positive working culture, and a respect for the many different aspects of life.

Learn more about NCG at www.ncg.org

Work Setting

Physical Demands. While performing the duties of this job, the Donor & Trustee Manager, is regularly required to sit and to use a computer keyboard, to talk or hear and use a telephone. The position requires a level of energy adequate to work before and at certain events and to drive to and participate in meetings or events at several different locations during a single day.

Application Process

To apply, please email your resume, cover letter, and a brief writing sample (not to exceed one-page) to recruiter@ncg.org . Put the title Donor & Trustee Program Manager and your last name in the subject line.

We invite you to consider your cover letter as an opportunity to tell a story that illuminates your interest in the field of DE&I, philanthropy and in the work of Northern California Grantmakers.