



OPERATIONS COORDINATOR

ABOUT FCCP

The Funders' Committee for Civic Participation (FCCP) is looking for a nimble, detail-oriented and self-motivated coordinator willing to support FCCP on its operations and administration. FCCP is an innovative and thought-provoking network that shares an underlying conviction that all people deserve a voice in our democratic process. The organization serves leaders in the philanthropic community working to further this vision with heightened attention to issues of equity and historically disenfranchised and underrepresented communities. Its members support non-partisan efforts to engage voters, eliminate structural barriers to voting, advance reforms to improve government and electoral systems, and inspire public involvement in civic life. This decade, FCCP has evolved into a modern affinity group to support and drive its members to most effectively support the non-profit community to create a society where marginalized communities have the power to make a difference on issues that impact their lives, a culture of participation that inspires their engagement, and an open + equitable democracy which offers meaningful opportunities to exercise their voice.

Our rapidly growing membership includes nearly 100 grantmaking institutions representing over \$700 million in annual grantmaking to the field. We are fiscally sponsored by NEO Philanthropy, a 501(c)(3) public charity that operates grantmaking, technical assistance and strategic planning programs for institutional and individual donors interested in social justice and human rights issues.

DESCRIPTION

The Operations Coordinator will work directly with FCCP's staff to ensure the efficiency of the organization's internal processes and provide staff support. This role is a 9 month term limited position. The successful candidate will have experience managing the day-to-day administrative needs of an organization, conference and meeting planning, and working effectively both in a team environment and independently. The duties of this position will include, but are not limited to, the items listed below. Additional tasks may be assigned based on FCCP's needs and the coordinator's experience.

- Communications, copy-edits documents and member updates (social, web, email) as assigned (20%)
- Owns all FCCP event-related logistics including vendor communications, registration, contracts, lodging coordination, technology, and preparing printed materials (20%)
- Responsible for virtual meeting + webinar setup, scheduling, and minutes (20%)
- Assists program and membership staff with website updates (10%)
- Office Administration: Supports vendor contracts, Inventories and orders office supplies, racks technology and software usage and assists with implementing new products, Maintains ongoing organization of document filing systems (10%)
- Prepares check requests, expense reports, invoices, and reimbursement requests (5%)
- Manages data entry for FCCP email listserv, database, and email lists (5%)
- Conducts program-related research and evaluation (5%)

QUALIFYING SKILLS AND ATTRIBUTES

The preferred coordinator will be able to make a one-year commitment to this position.

Skills + Experience

- Minimum two years administrative or related experience required; event coordination experience required; foundation, nonprofit or public service experience a plus
- Must be detail oriented, highly organized, and possess exceptional follow through
- Proficiency in Microsoft Office, Adobe Acrobat, and Google Suite required. Experience with WordPress, MailChimp (or similar email software), Slack, and CRM tools preferred
- Excellent oral and written communication skills
- Technically savvy with strong computer aptitude and troubleshooting ability
- Ability to work independently and as a member of a small team
- Proven ability to manage multiple projects, priorities, and deadlines while maintaining excellent attention to detail in a fast-paced environment

Attributes

- Demonstrated commitment to the principles of a vibrant and inclusive democracy
- Energetic with high standards of excellence and a willingness to do what it takes to get the job done
- Positive, customer-service oriented attitude and sense of humor a must
- Outstanding interpersonal skills including the ability to listen effectively
- Ability and willingness to travel, as needed

COMPENSATION & LOCATION

The Operations Coordinator position is a 9 month full-time term-limited position. Compensation is commensurate with experience. Strong preference is for the position to be located in FCCP's Washington, DC Office.

PROCESS

The deadline to submit your information for this position is **February 24, 2019**. The budget for this role is \$37,000 for a full-time 9 month term-limited position. Benefits will be provided.

To be considered, please put "Operations Coordinator" in the subject line and email your resume, cover letter, and references to info@funderscommittee.org. Your cover letter must explain why you are the perfect fit for this position and your past relevant experience.

FCCP is an equal opportunity employer.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

