



## **Program Manager**

*Posted: January 2016*

### **About GEO**

GEO is a diverse community of more than 500 grantmakers working to reshape the way philanthropy operates. We are committed to advancing smarter grantmaking practices that enable nonprofits to grow stronger and more effective at achieving better results. The GEO community provides grantmakers with the resources and connections to build knowledge and improve practice in areas that are proven to be most critical to nonprofit success. GEO does this by developing conferences and peer learning programs, producing original research for publications and other resources, and providing networking tools to connect members with like-minded peers. For more information visit [www.geofunders.org](http://www.geofunders.org).

### **Position Description**

The publishing manager works as part of the program team to develop high quality and impactful GEO publications and programming. The manager's contribution is critical to ensuring GEO delivers products in a timely fashion with high intellectual quality, and with clear and relevant messages for our audiences. The publishing manager is a strong editor, writer and project manager who thinks carefully about our content and how to convey ideas in a compelling way. S/he is a natural self-starter, has a knack for keeping track of loose ends and can easily toggle between multiple projects. S/he is committed to providing excellent customer service, both to external stakeholders (such as GEO members and other grantmakers) as well as GEO staff. This position reports to the associate vice president of programs.

### **How to Apply**

Interested applicants should submit a resume, cover letter and short writing sample (no more than 4 pages) to [hr@geofunders.org](mailto:hr@geofunders.org) with the subject line: GEO Program Manager. Applications must be received by February 9, 2016. We will not consider applications without a cover letter. In your cover letter please address the following:

- Where did you see you the position posted?
- Why are you a good fit for this position?
- How you've contributed to the process for a written resource?
- What appeals to you about working at GEO?

### **If you were working with us, here are some of the things you would have done last week**

- Lead a conference call with GEO members to get feedback on a publication draft
- Synthesized key themes from interviews conducted by a consultant for a new publication
- Reviewed publication design drafts to be sure the design enhanced and supported content
- Interviewed a GEO member to include in a new Smarter Grantmaking Playbook piece
- Read the latest issue of the Chronicle of Philanthropy to stay abreast of news in the field

- Attended a staff brownbag to learn more about the conference app for the National Conference so that you could help attendees troubleshoot

### **Qualifications**

- Demonstrated experience as a strong editor including managing writers and synthesizing key themes
- Strong writer with experience developing and synthesizing research into concept documents
- Excellent project manager who can easily toggle between multiple projects
- Effectively manages to deadlines
- Skilled at relaying feedback to colleagues and key stakeholders
- Five to eight years of relevant work experience
- Knowledge of philanthropy and organizational effectiveness

### **Salary and Benefits**

GEO offers a competitive salary and a generous benefits package, including 100 percent employer paid health insurance, three weeks vacation, twelve sick days and a generous employer retirement contribution, along with a Metro accessible location in downtown D.C.

*Grantmakers for Effective Organizations is an equal opportunity employer. GEO is committed to equal employment opportunities in recruitment, hiring, promotion, training, compensation and disciplinary action with regard to the terms and conditions of employment. GEO does not discriminate on the basis of race, religion, national origin, color, age, sex, disability, veteran status, sexual orientation, gender identity, marital status, personal appearance, family responsibilities, matriculation, political affiliation or any other legally protected characteristic.*