



Job Description: Part-Time Program Administrator

The Philanthropy Connection (TPC) www.thephilanthropyconnection.org is a women's collective giving organization that supports nonprofits in the Greater Boston area. Our mission is to: *Inspire and enable a community of women to learn, grow, and engage in collective giving to support nonprofit organizations that address systemic inequities impacting individuals and families within the greater Boston area.* Successful candidates will have most but not all the qualifications listed below and be willing to learn new skills and technologies as necessary.

Qualifications and Skills Sought

TPC seeks a highly organized, detail-oriented, take-charge individual with a strong interest in grant-making to help systematize and organize a dynamic organization and its members. The successful candidate will be a skilled administrator/project manager with a minimum of 5 years' proven experience managing multiple projects. The candidate will enjoy the varied responsibilities of administrative management while supporting all functions of TPC including membership management, grantmaking, and educational events. The role involves communicating with a broad stakeholder group including board members, prospective and current grantees, and members. Strong time management and attention to detail, coupled with proven strong, independent decision making is essential, especially when under tight time constraints.

- Have facility with or willingness and ability to learn multiple software packages, including: Wild Apricot (membership and event management database); WordPress (maintain and update website); QuickBooks (support bookkeeper); SurveyGizmo (create forms and manage data collection); Google Office Suite and Microsoft Office Suite.
- Oversee all activities related to grantmaking calendar, including: website updates; applicant and grant team email announcements and communications; creation of online application forms.
- Maintain communications calendar, ensuring all communications are drafted/sent as planned.
- Manage posting of member events on the website and all ancillary activities (e.g., send invitations, monitor registrations, send follow-up communications).
- Be comfortable working with Zoom to and set up meetings and webinars, admit participants, manage in-meeting functions (polls, video sharing, chat, Q&A).
- Support the posting and management of content shared across various social media platforms.
- Maintain Wild Apricot membership database (e.g., manage new member on-boarding, coordinate renewal process, track payments).
- Coordinate with bookkeeper to ensure accuracy of financial data.

Hours and Pay: This position is for an average of 20 hours per week with the potential for increased hours over time. Hours will fluctuate over the year, with higher concentrations of time needed from October through May and fewer hours required during the summer months. Hours are flexible,



though the candidate must have some availability during the traditional workday (9:00 am - 5:00 pm) as well as occasional evening hours to support virtual events. When in-person programming resumes, this role will be asked occasionally to support in-person events in the Boston area. All work will be done remotely and the candidate must have access to a computer or laptop. The individual will be paid as an independent contractor, at an hourly rate of \$25 or more/hour commensurate with experience.

Please submit a current resume and cover letter to bgaskin@thephilanthropyconnection.org by May 1, 2021.

TPC strives to incorporate principles of Diversity, Equity, and Inclusion (DEI) in everything we do, including our grantmaking as reflected in our [Belief Statements](#). TPC is an equal opportunity employer and does not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, parental status, or any other characteristic covered by applicable law. Diversity, equity, inclusion, and racial justice are embedded in TPC's [values](#) and we strongly encourage applications from Black, Indigenous and People of Color, people with disabilities and LGBTQ+ individuals.