POSITION DESCRIPTION

The Connecticut Council for Philanthropy (CCP) seeks a new Membership Coordinator. This is an exciting moment for the organization as it prepares to launch a new strategic plan. The Membership Coordinator will have a key role in implementing this new plan, including rethinking some of the organization’s work in service of new goals and strategies.

This is a reimagined position and an excellent opportunity for someone who enjoys building relationships, connecting people, and supporting learning and collaboration.

The Connecticut Council for Philanthropy is Connecticut’s statewide association of grantmakers and works to organize, inspire, and equip a community of funders to learn, collaborate, and lead in support of a more just and thriving Connecticut. CCP’s members include foundations, business and corporate giving programs, bank trusts, donor-advised funds, individual philanthropists, and those serving the philanthropic sector. In 2018, CCP members granted more than $1.4 billion from assets of more than $8 billion.

RESPONSIBILITIES

Building Community and Connections
The Coordinator is responsible for supporting networking and community building among CCP members. This will be done through CCP’s networks, making one-on-one connections, hosting small group meetings, and supporting funder collaboration. The Coordinator will design and execute an engagement plan that will include facilitating CCP’s networks and the launch of a new BIPOC network.

Member Learning
The Coordinator will provide input into and support for CCP’s member learning programs, conversations, and professional development opportunities. The Coordinator will support the creation of a learning agenda and will be responsible for developing and/or supporting education programs or discussions. He/She/They will also support the organization as it works to evaluate and improve its education offerings.

Membership Services and Management
The Coordinator, in concert with the CCP team, is responsible for ensuring that CCP responds to requests from its members, understands the needs of its members, provides its members with timely and relevant information, responds to reporting and grant requests as relevant, and coordinates staff and systems to maintain accurate and up-to-date information about members.

Philanthropy Expertise & Learning
The Coordinator is responsible for staying up-to-date about trends, best practices, and innovations in philanthropy, the nonprofit sector, and other relevant topic areas.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong written and verbal communication skills.
- Excellent listening skills.
- Strong meeting facilitation skills.
- Comfort building and sustaining trusting relationships.
- Understanding of the history and role of race and racism in the United States, Connecticut, and philanthropy would be incredibly helpful in this role.
• Knowledge and experience planning meetings, workshops, and/or seminars.
• Demonstrated ability to work well alone and collaboratively.

QUALIFICATIONS
• Prior transferable work experience. Relevant experience could include: community organizing, grantmaking, membership service, developing and/or implementing learning programs, or public policy advocacy.
• Experience in or familiarity with philanthropy, nonprofits, and/or public service sectors.
• Belief that philanthropy can be a lever for social change.
• Curiosity and willingness to take on new challenges for professional growth.
• While the organization is working remotely at this time, it eventually will resume in-person operations, including travel throughout the state.
• Comfortable working as part of a small but mighty team.

Compensation & Benefits
The compensation for this position includes a salary range of $50,000 – $65,000, commensurate with experience, and a competitive benefits package including health and dental insurance, paid time off, and retirement benefits. The organization is committed to supporting professional development among its staff.

CCP believes diversity and inclusion are drivers of creativity, innovation, and high quality work. Therefore, we seek candidates with a wide range of backgrounds, skills, experiences, and perspectives for this position.

To apply, please send a cover letter, resume, and short writing sample to jobs@ctphilanthropy.org. Please note “membership coordinator” in the subject line.

The position will be open until filled.