

Associate, Leadership & Training

POSITION SUMMARY

The Associate, Leadership and Trainings will work closely with the Director, Peer Learning & Engagement, and support the Manager, Training, and Manager, Leadership, to implement program offerings, coordinate the virtual learning portfolio, track, and monitor programmatic data, and collaborate on other program events for stakeholders, members, and partners.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are a representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required.

PRIMARY JOB DUTIES AND RESPONSIBILITIES

- Support the development, planning, and implementation Council on Foundations webinars, trainings, courses, peer-to-peer, and leadership programs.
- Coordinate the virtual learning portfolio, including project management of webinars, management of schedule and communication with organizers and speakers.
- In collaboration with the team, support the project management of trainings, courses, peer-to-peer and leadership programs, and webinars.
- Coordinate event set-up, including Salesforce event development, development of event web pages, and updates.
- Manage registration and data tracking of trainings, courses, and webinars and measure success of key performance indicators.
- Collaborate with Council staff, subject matter experts, and other partners on the development of content, engagement-specific platform selection, design, and execution of virtual programing.
- Collaborate in strategic planning to guide webinar leaders and guide engagement with participants (members and non-members).
- Assist Council staff training on how to best utilize the various online multimedia platforms available to effectively create, facilitate, and execute successful external virtual programing and collaborations specific to the external member/sector webinar programs.
- Support data management, including Salesforce data maintenance on programs and associated projects.
- Provide administrative support for Career Pathways program
- Provide administrative support at large organizational events, including creating and distributing event materials, providing registration support, and providing attendee support when needed.
- Contribute to overarching organization goals by participating in cross-functional working groups.

QUALIFICATIONS

- Bachelor's degree preferred.
- 2-4 years' experience in nonprofit industry, business or related field

GENERAL SKILLS AND COMPETENCIES

- Strong project management skills and ability to meet deadlines.
- Experience with event planning.
- Experience coordinating virtual learning programs.

- Excellent verbal and written communication skills.
- Excellent interpersonal skills, ability to positively represent the organization and its mission.
- Understanding of the philanthropic and charitable sector preferred
- Video editing experience preferred.
- Strong attention to detail and accuracy.
- Ability to identify and solve problems efficiently and quickly.
- Ability to manage many and/or differing tasks and maintain productivity.
- Ability to work independently and as part of a diverse team.
- Ability to work effectively and positively with a range of individuals and working styles, and with people at all organization levels including staff, board members, foundation officers, donors, and vendors.
- Proficient skill in Microsoft Office 365 applications.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position operates in a professional office environment and routinely uses standard office equipment.
- The ability to sit, stand or walk for long periods of time (8+ hours/day).
- The ability to lift up to 20 lbs. (with or without assistance).
- The ability to push, pull, bend, kneel, reach, stoop, and crouch.
- Specific vision abilities required by this job includes near, far, peripheral and depth and ability to adjust focus (with or without the use of corrective lenses).

TRAVEL REQUIREMENTS

- Ability to travel up to 10% domestically, including overnight trips.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Activities, duties, or responsibilities may change at any time with or without notice. The requirements listed above are representative of the knowledge, skill and/or ability required.

SALARY AND BENEFITS

- The salary hiring range for this position is **\$50,000 - \$55,000** and is commensurate with experience.
- We offer a generous benefits package, including health, dental, vision, life, and disability insurance and a 403(b) plan with a 7% employer contribution.
- We also offer 13 paid holidays, 2 floating holidays per year, 20 vacation days per year, paid time off the week between December 25th and January 1st, and 10 sick days per year.

HOW TO APPLY

Please send your resume to mia@chisholmconsultingllc.com. Please note that due to the high volume of resumes we receive, we are unable to respond to all candidates. We will be directly in touch with candidates to schedule a screening call.

The Council on Foundations does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in a professional organization, retaliation, parental status, military service, or other non-merit factors.

We embrace diversity and equal opportunity in a very serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills; the more inclusive we are, the better our work will be.