Grantmakers for Effective Organizations

Job Description: Program Specialist,

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### Position Description

The program specialist works as part of the program team to develop impactful content that gets transformed into compelling peer learning programming. From initial idea to end product, the specialist ensures that GEO delivers publications and peer learning in a timely fashion with clear and relevant messages for our audiences. The program specialist possesses exceptional project management skills and is a strong writer and facilitator who thinks carefully about our content and how to convey ideas in a compelling way and through different mediums. They are a self-starter, have a knack for keeping track of loose ends and can easily toggle between multiple projects. They are committed to tending to both process and relationships as much as results in their work and recognize that there is an opportunity to center equity in every decision point. This position reports to the director of programs. This position involves up to ~12% travel.

### Key Responsibilities

**Content Delivery and Programming**

* Manage development and execution of projects to support translating content into programs and peer learning activities that utilize adult learning practices and emphasize putting concepts into practice.
* Support design, building, planning, and execution of delivering an inventory of programs such as workshops, webinars, and peer to peer learning.
* Partner with and manage capturing member, nonprofit, philanthropy serving organizations and key stakeholder input in order to build responsive and engaging programs for the field.
* Support the integration of GEO’s racial equity content into existing and emerging peer learning programming.
* Help inform the strategy of how we deliver new content and infuse it across programming.
* Work with the external affairs team to support engagement of GEO members, supporters and key stakeholders in the roll out of new GEO content.
* Work with partners to co-create program delivery and support design, format, engagement and integration of GEO’s content into the greater field.
* Work with director of programs on developing a pipeline between GEO content and peer learning programming.
* Keep abreast of new trends in philanthropy as well as philanthropic publishing and other related fields. Research and recommend new ways of delivering content, formats and/or new elements to test out with GEO’s audiences.
* Ensure processes and products result in clear and relevant framing, connections to member perspectives and a strong GEO voice.
* Work with the program team to develop concepts, programs and sessions for GEO conferences and participate in planning meetings, as needed.
* Serve as project manager for components of GEO’s conferences from conception to completion.

**Peer Learning**

* Manage execution of peer learning programs from design to delivery, such as remote learning series, speaking engagements, workshops, webinars, and developing programming with partners.
* Develop and execute translation of content and program delivery concepts into new or refreshed programming such as speaking engagements, webinars, and workshops.
* Create new peer learning offerings rooted in GEO content and informed by adult learning practices, human centered design, racial equity practices/principles and examples/ideas from within our community and beyond.
* Support the integration of racial equity into our content delivery and partnership and push program participants toward practice change.
* Serve as a presenter and facilitator to deliver content to GEO members and nonmembers at conferences, workshops, webinars and other events. In addition, attend select events on GEO’s behalf.
* Engage GEO members, nonprofits, partners and GEO staff with intent and authenticity in the development, piloting and delivery programs and content.
* Provide training and capacity building to GEO staff so that we have a deep bench of staff familiar with our content and equipped to serve as presenters and facilitators.
* Work with the director of programs to align strategy and execution for GEO’s peer learning programming, content delivery, and partnerships; help identify objectives in order to deploy staff and resources effectively.
* Provide guidance and support for select conference session design and development, and lead execution as needed.
* Support execution of project-specific budgets, understand how individual peer learning budgets connect to the broader peer learning budget.
* Support idea generation for creative strategies for revenue generation within peer learning programs and understand the peer learning business model.
* Ensure that we have learning and evaluation processes in place for both in-person and online peer learning opportunities, adapt programming according to what we learn and work with the program director to ensure that peer learning programs are in line with GEO’s organizational strategy.

**Communications**

* Work with the communications team on communication plans and support execution, as needed for efforts including promotion, participant communications and program materials.
* Oversee development of program-related materials and manage edits/revisions process to ensure all appropriate staff have opportunity to offer feedback on communications plans, language and tactics.

**Culture Transformation/Racial Equity**

* Help GEO make progress on our strategy, advance our change agenda and serve the field in the areas of culture, racial equity and organizational structure and talent.
* Engage and contribute to full and small group conversations around centering racial equity in GEO’s internal culture and external programming.
* Attend to results, relationships and process in all facets of work.

**Team Participation and Planning**

* Coordinate across team the calendar for speaking engagements and support questions on staffing.
* Support colleagues in developing and honing their programming, facilitation, and content delivery skills.
* Contribute to the program team’s short- and long-term planning and budgeting activities, as well as team development efforts.
* Contribute to creating a positive and equitable program team culture and organization-wide culture.
* Support internal learning through providing substantive feedback on team activities, as well as sharing back learning from work throughout the year.
* Coordinate as needed with other colleagues on joint projects, and other duties as assigned.

**Relationship Building and Management**

* Interact regularly with GEO members and prospective members — respond promptly to queries and help them feel heard, understood and welcome in the community. Foster member connections to each other and to resources relevant to their work.
* Cultivate, manage and maintain strong relationships with members, key stakeholders, external partners and vendors.
* Promote, recruit and retain GEO membership and fundraising as appropriate through these interactions.
* Support GEO’s knowledge management by updating key constituent information and maintaining records of engagement with contacts within Salesforce, and using the database to collect information that supports programming and other organizational goals.

Please refer to the [jobs webpage](https://www.geofunders.org/about-us/jobs) for more information including what a typical work week might look like, qualifications, salary, benefits, and instructions on how to apply.