



Title: Manager of Programs and Membership  
Employer: Grantmakers in Aging  
Location: Crystal City, Arlington, VA  
Supervisor: Chief Executive Officer  
Salary: Commensurate with Experience [\$50,000-60,000]  
Direct Supervisory Responsibility: None

**Organizational Description:** Grantmakers in Aging (GIA) is an association of 100 member foundations, corporate giving programs, and other grant giving organizations that support programs to improve the lives of older persons. Celebrating its 30<sup>th</sup> anniversary, the mission of GIA is to promote and strengthen grantmaking for an aging society as the nation's leading convener, educator and advocate on behalf of funders in aging. GIA is the go-to place for issues related to aging and philanthropy, and a one-stop shop for grantmakers seeking information and replicable models for best practices in aging. Complete information is at [www.giaging.org](http://www.giaging.org).

### **Summary of Duties**

The primary objectives of this position are two-fold:

- Achieve membership recruitment, engagement and retention goals by creating strategy and executing programs in the areas of membership recruitment and retention, and partnership development with other funder affinity groups; and,
- Develop new programs as well as coordinate existing efforts to fulfill GIA's role as convener, educator and advocate on behalf of funders in aging.

The position requires an entrepreneurial spirit and willingness to take on a range of activities. Strong project management and interpersonal skills are required.

### **Specific Responsibilities**

#### *Membership*

- Manages and implements the membership strategy to recruit and retain members by communicating membership benefits, programs, and services to members and prospects.
- Proactively reaches out as well as responds to inquiries that come to GIA from current and prospective member and potential partners.
- Analyzes recruitment and retention reports to develop campaigns and track results.
- Manages a data integrity program to ensure membership data are reviewed

periodically to ensure accuracy and statistical reports are generated to analyze and compare each year's results.

#### *Program Development*

- Collaborates with the CEO and consultants in developing overall program strategies for comprehensive educational content consistent with the strategic plan.
- Manages existing educational programs while developing and implementing new areas of content development.
- Works with the Annual Conference Director to ensure high quality programs that can be extended into new content areas.
- Works to update website content regularly and identifies resources GIA could make available on its site.
- Works with consultants to ensure that content is developed for most effective use on the website and social media.

#### *Other Responsibilities*

- Provides input in preparing annual budget.
- Provides staff support to the Program Committee and to the Membership Committee.
- Supports the overall goals of GIA by performing other duties as assigned.

#### **Position Requirements and Preferences**

- Bachelor's degree from an accredited college/university or the equivalent experience.
- 3 – 5 years of experience in association membership development and/or program development.
- Ability to coordinate and administer multi-faceted programs and projects.
- Strong verbal and written communication skills.
- Ability to multi-task and work independently, and efficiently under deadline.
- Excellent, articulate, personable and diplomatic customer service skills.
- Possess a positive, team-player attitude.
- Proficient in MS Office (Word, Excel, PowerPoint).
- Preference will be given for relevant experience in aging/gerontology, philanthropy, membership database systems or foundation affinity groups.

**Grantmakers in Aging is an equal opportunity employer** and strongly supports the belief and policy that all persons are entitled to equal employment opportunity regardless of age, gender, race, national origin, religious beliefs, physical abilities and characteristics, sexual orientation, economic circumstances and lifestyle, gender expression, marital status, or veteran status.

**If interested** in the position, please send a cover letter and resume to John Feather, Chief Executive Officer, Grantmakers in Aging, at [jfeather@giaging.org](mailto:jfeather@giaging.org). Please, no phone calls. **Applications must be received by Friday, December 14, 2012.**