

Women Donors Network Position Description Director of Programs

The Women Donors Network (WDM) seeks a Director of Programs. S/he will be a highly motivated self-starter who works well and interacts effortlessly with diverse women, groups, and organizations, but who can also work independently and creatively, demonstrating leadership. This position reports to the President & CEO of WDM and will work closely with her. A Program Associate and Manager of Programs & Communications will report directly to the Director of Programs.

WDM is a national organization of philanthropic women that creates a strong community, delivers timely and relevant educational opportunities, and catalyzes philanthropic action to build the movement for progressive social and environmental change. It implements its mission by convening an expanding group of members (currently numbering 160) who share the organization's vision and values to build relationships, exchange knowledge, and challenge each other to work collaboratively for greater impact, both programmatically and financially. A number of key initiatives have been begun in the past couple of years. Areas of special interest include reproductive rights, election integrity, sustainable agriculture, mideast peace, and work in the gulf south.

WDM is an entrepreneurial, high energy environment. We are looking for an experienced professional who connects with our mission, has strong personal values and wants to be part of a passionate team.

The Director of Programs is responsible for the conceptual design, planning and implementation of WDM's national and regional programs, which take many forms. S/he establishes an annual calendar of events in response to membership interests, to WDM's strategic plan and one that is relevant to the progressive issues of our times. Specific areas of responsibility include:

- Produce WDM's "flagship" event, its annual conference
- Plan and implement national multi-day workshops, or "mini-conferences"
- Plan and implement donor education meetings
- Identify and implement topic-specific conversations/informal gatherings, symposia and retreats
- Manage quick responses to current events or spontaneous opportunities as they emerge
- Respond to individual member requests
- Participate in conferences/collaborations with other organizations, such as national foundations

- Design mechanisms to monitor and fulfill programmatic obligations, such as surveys, focus groups, etc.
- Work side by side with individual and small groups of members who share leadership in some of these activities with staff
- Identify important niches that WDN can fill given its access to resources, activist members and ability to move quickly and agilely
- Supervise and mentor two program staff members

The successful candidate will:

- Forge meaningful relationships with individual members who represent a diverse population of women of wealth
- Demonstrate a sound grounding in identifying individuals and organizations who represent viewpoints that are important for WDN members to know about
- Build on previous experience as a community organizer
- Develop new programs as well as sustain those already in place within a specified budget
- Collaborate with other like-minded organizations in joint projects/initiatives to leverage WDN's interests and power
- Represent WDN on panels at conferences
- Demonstrate excellent written and verbal communications skills
- Work with a diverse group of consultants on an as-needed basis
- Conceptualize a cohesive programmatic strategy that enriches members' skills and giving and leverages increasing resources for the progressive philanthropic movement
- Multi-task with ease
- Conduct research for program development, using the Internet as a primary research tool
- Work well in a fast-paced, sometimes stressful team environment

REQUIREMENTS/ATTRIBUTES THAT THE SUCCESSFUL CANDIDATE WILL POSSESS:

- A set of values consistent with the mission and vision of WDN
- Creative, strategic and critical thinker with the skills necessary to analyze problems and define issues
- Willingness and ability to demonstrate leadership and initiative
- Strong connections with grassroots, as well as national organizations, to have a finger on the pulse of the progressive movement and the myriad issues that are of concern
- Excellent interpersonal and oral communication skills
- Solid written communication ability
- Enthusiasm to take initiative and to work independently as well as a desire to be part of a high performance team
- Predisposition to mentoring and team building
- Ability to work under pressure in meeting deadlines

1170 Hamilton Court
Menlo Park, CA 94025
650.833.6750
www.womendonors.org

- Flexibility
- Ability to organize and manage multiple ongoing initiatives
- Comfort with, and enjoyment in working in a fast-paced environment
- Facility in navigating and using the Internet for research, information-gathering
- Sense of humor
- At least 8 years of experience working in a foundation, nonprofit, and/or women's organization highly desirable
- Ability to work well with people who have diverse interests, backgrounds and skills
- Demonstrated ability to implement high quality programs within a budget
- Previous supervisory experience preferred
- Post-bachelor degree preferred
- Willingness to travel

WDN provides highly competitive salaries and excellent health, vacation and retirement benefits. This position is full-time, exempt and office-based in Menlo Park, California.

Please submit a letter of interest, resume, salary history, and salary expectations and four references with contact information to lpotter@womendonors.org. No calls please.

WDN is an equal opportunities employer. We encourage women, people of color and all abilities and sexual orientations to apply.

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