

# Grantmakers Without Borders

## POSITION ANNOUNCEMENT MEMBER AND DONOR SERVICES COORDINATOR Full-time position based in San Francisco, CA

**Grantmakers Without Borders (Gw/oB)**, a philanthropic network, is dedicated to increasing funding for international social justice and environmental sustainability and to improving the practice of international grantmaking. Members include private foundations, grantmaking public charities, individual major donors, and philanthropic support organizations. Gw/oB provides capacity-building support to international grantmakers both novice and experienced. We offer a space for education, community and collaboration among international social change grantmakers. We advocate before policymakers on behalf of social change grantmakers, and we work to leverage the philanthropic sector to increase funding to the global South. Gw/oB is not itself a grantmaker but rather a philanthropic support organization. Gw/oB is a project of the Tides Center.

Grantmakers Without Borders seeks an energetic, hard-working and committed individual to join our team as Member and Donor Services Coordinator. She/he will lead the coordination of **activities aimed at building and sustaining a strong, engaged and well-supported membership base.**

Among the responsibilities of the Coordinator will be:

- Developing and implementing a range of member services, including a weekly e-newsletter, a web-based Grantmakers' Knowledge Center, an annual Membership Directory and Member Survey, and member gatherings
- Developing and implementing a vigorous membership renewal plan for current members and a strategy for new member recruitment
- Helping to coordinate Gw/oB's annual conference
- Coordinating the ongoing upkeep and improvement of Gw/oB's website
- Coordinating activities related to increasing the power of the global South within US-based philanthropy
- Representing Gw/oB at philanthropic conferences

The Coordinator will possess most or all of the following qualifications:

- The Program Coordinator must be a true "people person" and demonstrate exemplary personal skills: warmth, friendliness, tact, compassion and self-confidence
- Experience in a nonprofit setting, ideally in an international nonprofit and/or foundation
- Familiarity with membership associations
- A demonstrated knowledge and interest in international issues
- A passion for learning about global philanthropy and for sharing that knowledge with others
- Excellent writing and editing skills
- Ability to participate effectively both as a team member and independently
- Ability to take initiative and be a self-starter
- Organizational skills, close attention to detail, and ability to focus and follow through
- Experience with other cultures and a high level of sensitivity to cultural differences
- Computer skills and mastery of basic software programs and knowledge of the Internet
- Commitment to positive US global engagement and to the ideals of justice, equity, peace and human rights

Full-time. Salary: \$47-\$57K, DOE. Full range of benefits. Some travel required. Gw/oB has offices in Boston and DC, but the Member and Donor Services Coordinator will be located in San Francisco, CA. There is no deadline for application, however the position will be filled as soon as a qualified candidate is identified, so early submission is strongly recommended. To apply, email (Attention: "Hiring Committee") a cover letter and résumé, in **Word**, to [gwob@gwob.net](mailto:gwob@gwob.net). Please do not send zipped files. We strongly advise you to clearly summarize your qualifications as they relate to this position in your cover letter or at the beginning of your résumé. **No calls, please.** For more information on Grantmakers Without Borders, visit [www.gwob.net](http://www.gwob.net).

## Grantmakers Without Borders

**Grantmakers Without Borders is an equal opportunity employer. We seek a diverse pool of candidates from a wide range of backgrounds.**