**Job Description: Temporary Part-Time Program Administrator**

**This job posting is for the role of a TEMPORARY part-time Program Administrator to cover TPC’s current Administrator’s maternity leave. The position would start in March 2023 with paid on-boarding, and would provide solo coverage of the job responsibilities from approximately April 1, 2023 to May 15, 2023.**

[The Philanthropy Connection](http://www.thephilanthropyconnection.org) (TPC) is a women’s collective giving organization that supports nonprofits in the Greater Boston area. Our mission is to: *Inspire and enable a community of women to learn, grow, and engage in collective giving to support nonprofit organizations that address systemic inequities impacting individuals and families within the greater Boston*​ ​*area.*

**Qualifications and Skills Sought**

TPC seeks a highly organized, detail-oriented, quick learning individual with an interest in grant-making to serve as a Program Administrator during our current Administrator’s maternity leave. The successful candidate will be a skilled administrator/project manager with a minimum of 3 years’ proven experience managing multiple projects. The candidate will enjoy the varied responsibilities of administrative management while supporting all functions of TPC including membership management, grantmaking, and educational events. The role involves communicating with a broad stakeholder group including board members, prospective and current grantees, and members. Strong time management and attention to detail, coupled with proven strong, independent decision making is essential, especially when under tight time constraints.

TPC is committed to the successful completion of these job responsibilities, and the selected candidate will have the full support and assistance of the TPC board, committee chairs, co-presidents, and past program administrator(s) during this time.

* Have facility with or willingness and ability to quickly learn multiple software packages, including: Wild Apricot (membership and event management database); Alchemer (create forms and manage data collection); Zoom; Google Office Suite and Microsoft Office Suite.
* Oversee activities related to the grantmaking process, including: applicant and grant team email announcements and communications; One primary task during this time period will be the coordination and oversight of site visits between applicant organizations and grant teams.
* Communicate in a professional and accurate manner with members of the grantmaking process including grant team leaders, grant team members, and non-profit applicants.
* Maintain communications calendar, ensuring all communications are drafted/sent as planned.
* Manage posting of member events and all ancillary activities (e.g., send invitations, monitor registrations, send follow-up communications).
* Be comfortable working with Zoom to and set up meetings and webinars, admit participants, manage in-meeting functions (polls, video sharing, chat, Q&A).
* Maintain Wild Apricot membership database (e.g., coordinate renewal process, track payments, send communications).
* Coordinate with the bookkeeper and Chair of the Finance Committee to ensure accuracy of financial data.

**Hours and Pay:** This position will begin with training in March and subsequently provide solo coverage of the job responsibilities from April 1, 2023 to May 15, 2023. The position averages 10 to 20 hours per week. Hours are flexible, though the candidate should have some availability during the traditional workday (9:00 am to 5:00 pm ET) as well as occasional evening hours to support virtual events. All work will be done remotely; the candidate must have access to a computer or laptop. The individual will be paid as an independent contractor, at an hourly rate of $25 or more/hour commensurate with experience.

Please submit a current resume and brief cover letter to [bdunn@thephilanthropyconnection.org](mailto:bdunn@thephilanthropyconnection.org) by December 1, 2022.

*TPC strives to incorporate principles of Diversity, Equity, and Inclusion (DEI) in everything we do, including our grantmaking as reflected in our Belief Statements. TPC is an equal opportunity employer and does not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, parental status, or any other characteristic covered by applicable law. Diversity, equity, inclusion, and racial justice are embedded in TPC’s values and we strongly encourage applications from Black, Indigenous and People of Color, people with disabilities and LGBTQ+ individuals.*