



Job Title: Director of Membership and Programs

About Funders Together to End Homelessness

Our Mission: Funders Together to End Homelessness mobilizes its members to use philanthropy's voice, influence, and financial capital to end homelessness by creating and advancing lasting solutions that are grounded in racial and housing justice, driven by love and disruption, and centering people with lived expertise.

About Funders Together: Funders Together to End Homelessness is the only philanthropic membership organization devoted to ending homelessness in the United States. We serve as a vehicle for members to be part of a broader movement and bring greater financial and intellectual resources to end homelessness and move toward housing justice, and we support the field of philanthropy by providing critical learning and networking opportunities around best practices and innovation to ensure investments are maximized.

Director of Membership and Programs

The Director of Membership and Programs is a relationship-builder, dot-connector, and trusted sounding board in the organization and the field. They lead the development and implementation of the membership strategy and activities (recruitment, retention, and engagement) for the organization and serve as a key point of contact for members across the country. They also lead the development of our programmatic strategy and execute programming (convenings, webinars, networking events, etc.) for the organization. A successful Director of Membership and Programs builds strong relationships with members, understands members' interests, and serves as a resource to members. They design and implement programming that is visionary, timely, applicable for our unique audience and understand how membership informs programming and vice versa.

Membership

- Lead the development of a membership strategy for the organization that identifies specific membership goals, priorities, and activities for engaging and recruiting members.
- Deepen and sustain member engagement by serving as a key point of contact for members and customizing support based on a deep understanding of members' goals, objectives, and needs within Funders Together and for their community.
- Identify mutually beneficial ways for Funders Together and members to support each other's' goals by keeping apprised of member interests and activities and understanding how Funders Together's and members' work overlap or align.

- Research and recruit funders working in homelessness, housing, or intersectional issue areas, with the dual goals of increasing membership revenue and building a stronger network of philanthropy committed to advancing housing justice.
- Support Funders Together staff and board in engaging new or prospective members by sharing regular membership updates and assessments of member, including but not limited to membership numbers, revenue, engagement data, priorities, talking points and materials, and assessments of membership activities.
- Serve as the manager for the Membership and Knowledge Coordinator, who supports the membership renewal process, membership knowledge management, and membership administrative tasks.

Programs

- Create an annual programming strategy that articulates a learning arc that balances visionary housing justice work with applicable steps for philanthropy and identifies programmatic goals for the organization.
- Design and execute programming that pushes philanthropy to advance racial and housing justice, speaks to members' needs and interests, and shares timely and emerging work in housing and homelessness. This programming includes, but is not limited to, two annual signature in-person events, 1-2 webinars or funder calls per month, designing resources (recommendations, blog posts, etc.) in partnership with colleagues, and other network-building activities.
- Lead the design and project management for the Funders Forum and Funders Institute, our two annual in-person convenings, including but not limited to, session content, speaker identification, event logistics, and internal project coordination.
- Develop partnerships with other issue-based and regional philanthropy serving organizations (PSOs) and field partners to design programming and engage members across interest areas or geographic regions.
- In partnership with the Programs and Communications Manager, engage members as program speakers or participants, plan programming logistics, and effectively communicate about Funders Together's work.
- In partnership with the Chief Strategy Officer, co-lead or support new or existing communities of practice, such as Foundations for Racial Equity (FRE), and other potential learning communities.

Additional Responsibilities

- Guide and support Board of Directors in engaging existing or prospective members.
- Lead board Membership Committee meetings and co-lead Program Committee meetings in partnership with the Director of Networks.

Qualifications and Compensation

Required Qualifications

- Strong commitment to racial justice, housing justice and the mission, vision, and values of Funders Together to End Homelessness.

- Knowledge of homelessness, human services, and/or housing systems.
- Experience creating and facilitating programming using adult learning practices and adapting programming for in-person and virtual formats.
- Self-starter with significant initiative, intuition, autonomy, and drive. Able to work independently with little need for close management.
- Personable and relationship oriented. Must work well with all types of people and be able to bring out the best in those around them.
- Thoughtful and insightful, with the ability to anticipate, appreciate, and reconcile diverse and complex perspectives with diplomacy and tact.
- Ability to adapt to changing or ambiguous circumstances smoothly.

Additional Qualifications

- Experience identifying new revenue opportunities, forecasting revenues, managing budgets, and developing business models.
- Experience working in a small, virtual team that spans US time zones.
- Management experience a plus.
- Experience with Salesforce and other software and systems including NationBuilder, Zoom, and MailChimp.
- Experience working in or with philanthropy and/or knowledge of philanthropic practice.

Other Details

- Funders Together is an entirely remote organization, and all staff work from home unless traveling for work. Given the remote nature of this position, staff must be able to maintain their own office and work schedule during core hours, which are currently between 10am – 4pm ET (with flexibility for candidates from other US time zones). Candidates must be based in and able to work in the United States.
- This is a full time, exempt, remote position. This position requires domestic travel roughly 30-40% of the time and the ability and willingness to work occasional nights and weekends.
- COVID-19: Employment with Funders Together is conditional on a complete and up to date COVID-19 vaccination, with exceptions for documented medical exemptions or religious accommodations.

Reports to: Chief Strategy Officer

Compensation: \$90,000 - \$105,000, plus generous benefits including:

- 3 weeks of paid time off (increases to 4 weeks after 2 years), 12 paid holidays, and 15 paid sick days
- Paid parental leave and short- and long-term disability leave
- Health, dental, and vision insurance (80% employer paid), as well as flexible spending accounts (health, dependent care, and commuter)
- 5% employer contribution to 403b beginning the month following one-year work anniversary (employee can contribute immediately)

How to Apply

Please submit your cover letter and resume to careers@funderstogether.org. In your cover letter, please describe how you would apply your specific experience and skills to the responsibilities of this position. Cover letters can be addressed to Stephanie Chan, Chief Strategy Officer.

Our screening process includes three Zoom calls with various Funders Together staff, as well as a reference check for final candidates.