



## **Senior Programs and Knowledge Manager Position Description**

### **Summary**

PEAK Grantmaking is a vibrant, member-led community of more than 7,000 professionals who specialize in grants management for funding organizations. We elevate the expertise of grants management professionals and foster their collaboration to strengthen the practice of grantmaking. We enable philanthropy to achieve its full potential to fuel change for good. We are the only organization dedicated solely to advancing the “how” of grantmaking.

PEAK improves how grants get made by building experts in grants management and equipping them with the most effective practices to implement in their grantmaking organizations. When grantmaking practices are at their “peak,” more resources are focused on mission over administration for both grantmakers and grantseekers, leading to greater impact for the causes and communities served.

PEAK’s Programs Team works to advance the [Principles for Peak Grantmaking](#) and ensure that the organization’s programming and resources encourage funders to adopt improved grantmaking practices and advocate for sector transformation. The Programs Team assures the strategy and execution of the organization’s events and sector convenings to elevate effective, efficient, and equitable philanthropic practices.

The Senior Programs and Knowledge Manager plays a vital role in ensuring that PEAK’s mission and values of transforming philanthropy in operationalizing equity-centered, values-driven grantmaking practices are clearly expressed to our audiences, stakeholders, and community members. The Senior Programs and Knowledge Manager oversees the management and development of PEAK’s educational content, community engagement plans, and emergent learning network. The Senior Programs and Knowledge Manager supports the continued growth of PEAK’s online member community and ensures the proliferation of the organization’s knowledge of, and commitment to, practice change in philanthropy. The Senior Programs and Knowledge Manager plays an integral role in the team’s data and research efforts to keep a consistent pulse on member needs and inform the development and implementation of projects that will enhance PEAK’s knowledgebase and program offerings. The Senior Programs and Knowledge Manager continuously evaluates existing educational programming and content to ensure it is up to date with current best practices, and devises strategies for improving the accessibility of PEAK’s educational offerings.

The Senior Programs and Knowledge Manager reports to the Programs and Knowledge Director, and supervises the Programs and Knowledge Manager.



## **Duties, Responsibilities, and Authority**

Key duties and responsibilities:

### ***Community Engagement and Knowledge-Sharing***

- In collaboration with Programs Team members, provide leadership for PEAK's communities of practice and working groups, and provide guidance on planning and strategy to support practice change and skill development efforts and ensure their sustained growth
- Collaborate with the Membership and Community Engagement Team to support chapter programming, including the creation of specialized resources and delivery of presentations
- Obtain and analyze qualitative data, resources, and samples from discussions taking place in the PEAK member online discussion forum for curation, sense-making, and sharing
- Elevate conversations that demonstrate peer-to-peer sharing and problem-solving
- Support organization-wide listening, survey, and research strategies that collect and share information about our members and the philanthropic sector more broadly, and utilize community data to drive member engagement and educational content development
- Ensure that the nonprofit voice and experience—especially that of movement builders and equity-advancing partners—is communicated to PEAK members via educational content and elevated alongside the knowledge gleaned from members and PEAK's communities of practice
- Assist the Programs and Knowledge Director with advancing PEAK's connections in the greater philanthropic sector, developing partnerships, deepening relationships, and expanding PEAK's outreach with the goal of enriching the member community
- Stay connected to philanthropic and nonprofit colleagues, sector trends, and issues to facilitate the development of meaningful strategic partnerships

### ***Content Development***

- In collaboration with the Programs and Knowledge Director, develop a strong content development strategy and project plan
- Lead writing, editing, and designing educational content for online courses, discussion guides, job aids, toolkits, and other resources
- Support volunteer advisory committees, volunteers, speakers, and consultants tasked with assisting in the development of educational content

- Develop and facilitate workshops, trainings, and webinars (public-facing) to promote the adoption of the Principles for PEAK Grantmaking and other best practices
- Collaborate with the Communications Team to write content on programs and products for promotional use, social media, blogs, newsletters, and other outlets
- Stay informed about philanthropic and nonprofit sector trends and issues, and connect with colleagues to ensure the Programs Team maintains a consistent pulse on relevant topics for grantmakers and philanthropy practitioners

### ***Development and Revenue Generation***

- Develop relevant and timely educational products that drive membership engagement and revenue
- Lead grant writing and reporting efforts for the Programs Team, including developing content and analyzing data-supported impact metrics
- Engage in membership marketing at all convenings and events
- Collaborate with the Programs and Knowledge Director and team members to promote, identify, and implement development opportunities for the Programs Team

### ***Programs Management, Execution, and Evaluation***

- Approach work assignments with an equity lens, and work to build personal knowledge and experience in this area
- In partnership with the Programs and Knowledge Director, establish clear metrics and objectives to evaluate program success
- Assess and evaluate the impact of PEAK's programs and resources on practice change, ensuring relevance and salience, and to identify any gaps that PEAK needs to address to advance operationalizing equity-centered, values-driven grantmaking practices
- Oversee research and discovery efforts to inform foundational knowledge required to develop case studies, white papers, webinars, workshops, online programs, and other resources and materials that will advance the Principles for PEAK Grantmaking
- Support the Programs and Knowledge Director in creating and executing an internal learning agenda that ensures staff are informed and have an understanding of core concepts, resources, and ideas that PEAK is promoting to members, partners, and the sector
- Collaborate regularly with internal teams to develop, manage, and promote content and engage with members
- Ensure that program deliverables are on time, within budget, and of the highest quality

- Contribute to and participate in partner conferences, speaking engagements, PEAK Grantmaking's annual convening, board meetings, and staff meetings as a thought leader and voice for members' education needs
- Produce regular work plans and reports that will track progress towards stated program goals and objectives
- Exercise fiscal responsibility in developing and managing programmatic budgets
- Supply data for inclusion in PEAK's board materials and annual reports

### ***Management and Leadership***

- Promote organizational innovation and change by facilitating discussion and collaboration amongst team members
- Manage the Programs and Knowledge Manager to ensure that PEAK's programming and resources support PEAK's mission and theory of change
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws including interviewing, hiring, training, and coaching employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems

### **Requirements and Qualifications**

- A minimum of 7 years' proven experience within philanthropy, grantmaking practice, and the grantmaking profession
- Understanding of and strong commitment to racial equity and diversity, equity, and inclusion (DEI) principles
- Experience leading team members and supervising a direct report(s)
- Experience in developing educational content, curriculum design, content delivery, and program evaluation
- Excellent written and public-speaking communication skills
- Excellent time management, project organization, project management, budgeting, problem-solving, volunteer management, relationship building, and team-building skills
- Adept at defining scope, communicating with stakeholders, and utilizing project management tools like Asana
- Advanced proficiency using M365 applications (Outlook, Word, Excel, PowerPoint, SharePoint, Teams)
- Experience and proficiency using collaboration apps like Dropbox, Zoom, and Slack



- Strong ability to manage challenging situations and stakeholders in a manner that prioritizes professionalism and customer service
- Be engaged, flexible, resourceful, innovative, self-motivated, and success-driven
- Commitment to PEAK's goals and strategy, and the ability and willingness to adapt as those goals evolve
- Ability to effectively work independently, as well as part of a team, in a remote environment
- Discretion and sound judgment on setting and adjusting priorities is required
- Ability to travel 20-30% of the time is required. Travel for this position could include attending the annual convening, staff retreats, board meetings, and member events.

### **Compensation**

A comprehensive salary and benefits package will be offered. The starting salary range for this position is \$100,000 - \$112,500, commensurate with experience.

### **Location and Work Environment**

This position is fully remote. PEAK began offering remote work in 2014 and has committed to an indefinite remote work posture. PEAK will allow you to work at home, on the road, or in a satellite location for all or part of the regular workweek. You will be required to maintain PEAK's core working hours from 10:00 a.m. to 3:00 p.m. ET Monday through Friday to accommodate peers across US time zones, and will use software and video conferencing to collaborate and stay connected with staff and PEAK members.

Equal opportunity and having a diverse staff are fundamental principles of PEAK Grantmaking, where employment and promotional opportunities are based on individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status, or any other protected category as established under law.

### **Application Process**

To apply for this position, please upload the following documents, preferably in a single PDF with links [through this form](#).

### **Cover letter**

**Résumé:** Please indicate your city and state—no street address to protect your privacy—and email and cell phone number.