



25
years

Programs and Knowledge Director

Position Description

PEAK Grantmaking is a member-led national association serving 6,000 philanthropy professionals who specialize in grants management and 500 member organizations. Our members come together to form a vibrant community that advances shared leadership and learning across the philanthropic sector. Collectively, we advance PEAK's mission to transform philanthropy by elevating the field of grants management and empowering grants management professionals to lead the way in operationalizing equity-centered, values-driven grantmaking practices.

Summary

The Programs and Knowledge Director leads the execution of PEAK Grantmaking's events and sector convenings so that they elevate effective, efficient, and equitable philanthropic practices, advance our [Principles for Peak Grantmaking](#), and ensure that our programming and resources encourage funders to adopt improved grantmaking practices and advocate for sector transformation.

This role combines two important functions: (1) developing PEAK's knowledge base of the current and changing state of practice in the field and (2) leading and executing opportunities and resources that advance equity and our theory of change. The role requires the key skills of content creation, effective speaking and facilitation, developing educational content along with curating content complementary to our work, and deeply listening to members as resources for content creation. Along with the President and CEO, this role helps raise the profile and visibility of PEAK Grantmaking's work in effective practices and implements evaluation and measurement of the practices that are changed as a result of our advocacy and educational efforts.

The Director manages the Programs Team and must have expertise in diversity, equity, social justice, and inclusion principles, association learning, consultant and vendor management, and the delivery of educational programming. The Director works collaboratively across internal teams, with volunteer advisory groups, and with external partners to elevate the importance of an equity lens in advancing equitable grantmaking practices that are values-aligned.

The Programs and Knowledge Director serves on the Senior Management Team, manages staff and external consultants, and reports to the President and CEO. When in-person convenings resume, the Director must be able to travel, on average, 3–5 days per month. There will be periods during the year where additional travel may be required.

Duties, Responsibilities, and Authority

Strategy, Vision, and Leadership

- Serve as a member of PEAK Grantmaking's Senior Management Team by participating in the development of organization-wide goals, strategies, and policies; implementing those goals, strategies, and policies, including supporting staff understanding and buy-in; contributing to the development of an inclusive culture; and overseeing the general success of the organization.
- Develop and execute the overall Programs Team strategy, including developing a theory of change for all PEAK resources, materials, events, and programming grounded in emergent learning theory.
- Develop and execute a content plan that identifies practice and competency gaps that PEAK Grantmaking needs to address to improve philanthropic practice.
- Direct the overall strategy, planning, and execution of PEAK's annual conference and other convenings, defining program goals and overseeing content development.
- Develop and implement an integrated strategic partnerships plan to advance PEAK's connections within the greater philanthropic sector, broaden awareness of PEAK's programs and priorities, and increase the visibility of PEAK's purpose and programs across key stakeholder audiences.
- Advocate for implementation of effective practices in grantmaking in the philanthropic sector, share thought leadership through speaking and writing opportunities, and engage in joint advocacy with partners.
- Embed diversity, equity, and inclusion throughout our programs, resources, and materials.

Content Development

- Gather or create the foundational knowledge needed to develop PEAK's content by leading research efforts, developing case studies, conducting landscape scans, among other methods.
- In collaboration with the Partnerships Director, support the design and development of content, including conferences, webinars, workshops, and online programs.
- Collaborate with internal teams to implement the organization's content development, content management, content marketing, and membership engagement strategies. This includes writing content on programs and products for promotional use, social media, blogs, newsletters, and other outlets.
- Consult with advisory groups, stakeholders, and subject-matter experts to determine the needs, scope, and content to best promote practice change.

Evaluation

- Develop short-term indicators and long-term measures of PEAK Grantmaking's effectiveness in promoting the adoption of effective, efficient, and equitable philanthropic practices.
- Measure the rate of adoption of the practices PEAK Grantmaking is advocating for grantmakers to change over time.

Team Management

- Promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable state and local laws, including interviewing, hiring, training, and coaching employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

- Create annual and quarterly work plans and project plans that outline planned work and status of projects. Coordinate with other teams to ensure timely delivery of products and content.
- Exercise fiscal responsibility in the development of team and program budgets and control expenditures.

Revenue Generation

- Develop relevant and timely educational products that sell à la carte and/or drive membership revenue and annual earned income goals.
- Provide support for grant proposals.
- Engage in marketing at all appearances and networking events.

Organizational Development

- Create the strategy and goals for all advocacy and educational events and resources.
- Support chapter programming.

Qualifications

- A minimum of 10 years of program management experience, with an emphasis on change management or organizational development, required
- Bachelor's degree and advanced degree in a related field is preferred
- Experience and content expertise in philanthropy, grantmaking practice, and the grants management profession
- Familiarity with developing and delivering adult learning tools and educational content
- Experience in developing and maintaining strong partnerships and relationships
- Experience in engaging and managing volunteers
- Advanced knowledge of and strong commitment to racial equity and diversity, equity, and inclusion principles
- Strong supervisory, planning, project management, budgeting, writing, and time-management skills and experience required
- Ability to manage multiple projects simultaneously, knowing how to prioritize and adjust timetables based on demand and other factors, as well as handle new or unplanned projects with agility and flexibility
- Ability to effectively work independently, as well as part of a team, in a remote environment
- Commitment to PEAK's goals and strategy and the ability to adapt as those goals evolve
- Possess superb judgment, impeccable integrity, and the ability to handle sensitive information with care and confidentiality
- Able to demonstrate creative and leadership skills in a collaborative team environment
- Embraces the opportunity to contribute to a positive organizational culture
- Ability to travel to events, as needed
- Advanced proficiency in Microsoft Office Suite, experience with a CRM or AMS, and skill using and managing applications such as Asana, Dropbox, Zoom, SurveyMonkey, and Slack

Compensation and Benefits

A comprehensive salary and benefits package will be offered, including health, dental, and vision coverage and generous vacation, holiday, and sick leave. The salary range for this position is \$115,000–\$140,000, commensurate with experience.

Commitment to Equity

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 age, disability, gender, gender identify, gender expression, genetic information, national origin, marital status, military status, pregnancy or childbirth, race or color, religion, sexual orientation, or any other protected category as established under law.

Location and Work Environment

We are headquartered in Washington, D.C.. Due to the COVID-19 pandemic, our D.C. office is currently closed, we have a moratorium on business travel, and all employees are working remotely 100 percent of the time.

When our physical office reopens, local staff are encouraged to work at least one day a week in our office and may choose to work there Monday through Friday. This space is a shared office suite environment with moderate noise (e.g., colleagues' conversations, computers, printers) and light traffic.

Work-from-home and non-standard (flex) working hours are also available for this position. Many staff are virtual, and you will be asked to work five hours out of your eight-hour day during core working hours from 10:00 am–3:00 pm Eastern to accommodate peers across all time zones. You will be required to use collaborative software and video conferencing to stay in touch with coworkers and colleagues. Because team members are remote, PEAK regularly schedules both formal, required staff meetings and optional casual staff meetings.

Application Process

To apply for this position, please upload your resume [here](#).