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 strategy and 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.

The ideal candidate for this role possesses a deep understanding of the field of philanthropy as well as knowledge of equitable grants management practices. We are looking for a thought leader who can guide content development and peer knowledge sharing while broadening PEAK’s reach in the philanthropic sector. Demonstrated expertise in diversity, equity, social justice, and inclusion practices is an essential qualification for this role. In partnership with the President and CEO, the Director acts as a primary presenter of PEAK’s programs, resources, and ideas centering equity as a lever for practice change. Experience creating and executing small- and large-scale convenings virtually and onsite, including seminars and skills workshops, is key for successful leadership of PEAK’s Programs Team.

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, development and delivery of educational content and programming, 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’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 works collaboratively across internal teams as well as with volunteer advisory councils and external partners to elevate the importance of an equity lens in advancing equitable grantmaking practices that are values aligned. The Director reports to the President and CEO, serves on the Senior Management Team, manages external consultants and vendors, and serves as liaison to board committees as needed. As 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 when additional travel may be required.

**Duties, Responsibilities, and Authority**

**Strategy and Leadership**

- Serve as a member of PEAK’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 advances the grants management profession while identifying practice and competency gaps that PEAK 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.
- In coordination with the Partnerships Director, 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.
- Serve as coeditor of PEAK’s twice-annual *PEAK Grantmaking Journal*.
- Develop strategy and goals for events and resources that advocate for the implementation of effective practices in grantmaking in the philanthropic sector, share thought leadership through speaking and writing opportunities, enhance member value, and engage in joint advocacy with partners.
- Ensure that the nonprofit voice and experience—especially that of philanthropy-supporting organizations, movement builders, and equity-advancing partners—is appropriately elevated alongside the knowledge we learn from members and grantmakers.

**Content Development**

- Embed diversity, equity, and inclusion throughout our programs, resources, and materials.
- Gather and create the foundational knowledge needed to develop PEAK’s content by leading research efforts, developing case studies, and conducting landscape scans, among other methods.
- In collaboration with the other members of the Programs Team, support the design and development of content and learning opportunities, including conferences, webinars, workshops, online programs, white papers, and skills development tools.
- In collaboration with the Membership Director, support chapter programming, including the creation of specialized resources as requested.
- Collaborate with internal teams to implement the organization’s content development, management, and marketing as well as membership engagement strategies, which includes writing content on
programs and products for publications, promotional use, social media, blogs, newsletters, partner convenings, and other outlets.

- Oversee the establishment and cultivation of PEAK’s communities of practices and working groups, providing guidance on strategy, planning, and alignment across our various networks.
- Consult with advisory councils, stakeholders, and subject-matter experts to determine the needs, scope, and content to best promote practice change.

**Evaluation and Learning**

- Lead the growing body of knowledge on equitable evaluation practices supporting all learning and developmental activities that PEAK believes will extend its expertise in this area.
- 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 adoption of the Principles for Peak Grantmaking, devising new assessment tools that provide actionable information.
- Support an internal learning agenda that ensures staff are informed on core concepts, resources, and ideas that PEAK is promoting to members, partners, and the sector.
- Supply program data and narrative content for inclusion in PEAK’s board materials and annual report.

**Team Management and Organization Development**

- Promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, and teamwork, supporting an aligned 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 including support for the team's understanding of PEAK's overall financial position and plan.

**Revenue Development and Support**

- In collaboration with the Membership Director, design a revenue development plan that complements member-provided resources and programs, including customized technical assistance delivery for PEAK members.
- Develop relevant and timely educational products that drive membership engagement and revenue.
- Drive sector and member engagement to sponsor and support convenings, special projects, research, and new programs that will advance skills and benefit the philanthropic sector.
- Ensure annual earned income goals are consistently met.
- Provide program content, data-supported key impact metrics, and administrative support for grant proposals and narrative grant report requirements.
- Represent PEAK at field educational and networking events to develop strong relationships with new and existing partners and future member organizations.
Qualifications

- Experience and content expertise in philanthropy, grantmaking practice, grants management, and operations
- Advanced knowledge of and strong commitment to racial equity and diversity, equity, and inclusion principles
- Ten years of relevant program management experience, with an emphasis on change management or organizational development
- Experience in developing and delivering adult learning tools and educational content
- Experience in developing and maintaining strong partnerships and relationships
- Experience in engaging and managing volunteers
- Strong supervisory, planning, project management, budgeting, writing, and time-management skills and experience
- Ability to manage multiple projects simultaneously and prioritize and adjust timetables based on demand and other factors, as well as handle new or unplanned projects with agility and flexibility
- Advanced proficiency in Microsoft 365, experience with a CRM or AMS, and skill using and managing tools and platforms such as Teams, Asana, Dropbox, Zoom, SurveyMonkey, and Slack
- 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
- Superb judgment, impeccable integrity, and the ability to handle sensitive information with care and confidentiality
- Ability to demonstrate creative and leadership skills in a collaborative team environment
- Enthusiasm for contributing to a positive organizational culture
- Ability to travel to events, as needed
- Bachelor's degree and advanced degree in a related field preferred

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, DC. Due to the COVID-19 pandemic, our DC 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 a.m.–3:00 p.m. ET 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 the following documents, preferably in a single PDF with links here. The closing date for applications is Friday, March 18.

- **Cover letter**
- **Résumé**: Please indicate your city and state – no street address, to protect your privacy – and email address and cell phone number
- **Writing Sample**: This may include a white paper, blog post, article, strategic or operational plan, or academic report for which you were the sole author

The following supplemental information will be requested of candidates who are selected to interview after a 30-minute introductory call with the position’s hiring manager.

**Skills Mastery Exercise**: Please describe your level of experience—beginner, intermediate, advanced, or expert—in the following areas, including at least two examples in each area that demonstrate how your skills can help PEAK advance our mission and theory of change:

- Strategy and leadership
- Content development
- Program design
- Evaluation and learning
- Team management and organizational development
- Revenue development and support (as it relates to programmatic resource delivery)