Regional Chapter Manager
Position Description

Summary

PEAK Grantmaking is a vibrant, member-led community of more than 4,000 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.

The Regional Chapter Manager leads and manages the operation and growth of PEAK Grantmaking’s 14 regional chapters and acts as the main liaison between the national association and chapters. The Manager communicates PEAK Grantmaking’s strategy and expectations to the regional chapter volunteers and trains volunteers in effective practices to run chapters, recruit and manage volunteer teams, and grow and engage membership. As the liaison, the Manager represents PEAK Grantmaking at regional chapter events and develops regional chapter programming.

The Manager also oversees the recruitment and retention of regional chapter volunteers, tracks chapter progress and performance, and offers needed support for chapters to be successful – providing administrative support along with guidance and advice. The Manager collaborates with volunteers and staff across the organization to effectively build and maintain the chapters.

The Regional Chapter Manager reports to the Membership Director.

Duties, Responsibilities, and Authority

Key duties and responsibilities include:

Member Promotion and Engagement

- Represent PEAK Grantmaking at regional chapter events to promote membership in PEAK Grantmaking and listen to member feedback
- Create and share tools to promote PEAK Grantmaking membership consistently at regional chapter meetings
- Provide regional chapter officers with monthly membership rosters, updates, and trends to track and encourage member recruitment and engagement.
- With the Member Relationship Manager, manage recruitment of new and retention of current members in regional chapters through membership promotion and engagement
- Manage website content, marketing materials, and promotions relative to regional chapters, with the Communications Team
- Identify potential organization members and sponsors from regional chapters.
- Manage scholarship and membership promotional programs relative to regional chapter meetings.

**Programs**

- With regional chapter officers and PEAK Grantmaking Programs team, create and deliver effective regional chapter meetings at our annual conference and at least two times per year per region.
- Post and run registration for regional chapter events. Provide registration updates with regional chapter officers.
- Develop and implement strategies to consistently collect and track regional chapter event evaluations and utilize results to continually improve chapter events.
- Develop partnerships with regional grantmaking associations and other partners to support local chapter member programs and advance PEAK Grantmaking’s strategic plan.

**Leadership Development**

- Oversee and coordinate chapter volunteer recruitment efforts to identify strong leaders and ensure governance structure is strong and stable for each regional chapter.
- Plan, create, and conduct annual regional chapter volunteer orientations for all regional chapter officer positions.
- Plan and conduct quarterly opportunities for regional chapter officers to learn effective practices and updates from each other and PEAK Grantmaking staff (this includes one in-person meeting at the annual conference and three virtual meetings)
- Plan and implement annual 2-day Leadership Summit for Regional Chapter Chairs and Vice Chairs.
- Develop and deliver additional training to regional chapter volunteers on leadership and best practices in regional chapter management.

**Strategy and Operations**

- Develop and manage communications to and from regional chapters to keep volunteers informed and engaged in PEAK Grantmaking’s strategic efforts and to promote their growth.
- Create content for monthly *Chapter Connections* e-newsletter, highlighting chapter events and opportunities for chapter volunteers.
- Annually, collect regional chapter officer and volunteer information from every regional chapter and update in membership database.
- Throughout the year, ensure regional chapter officer and volunteer information in membership database is accurate.
- Annually, collect regional chapter annual plans and year-end reports from every regional chapter, analyze results, and provide chapter volunteers with trends.
- Develop and monitor annual regional chapter budget and achieve registration revenue targets for regional chapter meetings.
- Manage data, records, and reports relating to chapter affiliations in the association’s database.
- Perform routine audits of the regional chapter lists and follow up on inconsistencies, missing member information, or member changes of employment.
- Performs other duties as assigned.
Requirements:

- A minimum of 3-5 years proven experience in an association or other nonprofit focused on comparable responsibilities
- Excellent written and public-speaking communication skills
- Excellent time management, project organization, problem-solving, relationship building, and team-building skills.
- Volunteer management, training and/or teaching experience is required.
- Proficient in using Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Experience and proficiency in using collaborative software (specifically Zoom, Asana, SharePoint or similar programs).
- Strong attention to detail, high level of customer service skills.
- Intermediate experience working in association database.
- Be flexible, resourceful, innovative, and self-motivated.
- Ability to work in a fast-paced environment with changing priorities and to handle multiple tasks at once.
- Ability to work collaboratively and independently.
- Ability to work in a remote office and to work with a virtual team.
- Discretion and sound judgment on setting and adjusting priorities is required.
- Ability to travel (about 3-5 days per month) is required. Travel for this position includes to the annual national conference in March, as well as visiting the regional chapter events on a regular basis.
- This position is based in the Washington, D.C. area. The Manager can expect to work from the office about 1-2 days per week and may work remotely otherwise.

Compensation

A comprehensive salary and benefits package will be offered. The salary range for this position is $65,000 – 75,000, commensurate with experience.

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.