



## **Trust-Based Philanthropy Network – Network Organizer Contract Position (50% time)**

### About the Trust-Based Philanthropy Network

The Trust-Based Philanthropy (TBP) Network is a community of funders who are committed to modeling and advocating for trust-based grantmaking practices that contribute to a healthier nonprofit sector and thriving, vibrant civil society. We believe that achieving equity requires trust, dialogue, relationship-building, critical thinking and humility, and that funders play an influential role in advancing these values throughout the nonprofit sector. The Network champions the main principles of trust-based philanthropy, all of which honor and acknowledge the time and expertise of nonprofit and social movement leaders on the frontlines: 1) multi-year unrestricted funding, 2) doing the homework, 3) simplified and streamlined paperwork, 4) support beyond the check, 5) partnering in a spirit of service, 6) soliciting and acting on feedback, and 7) transparent and responsive communication.

### Network Organizer Overview

The Trust-Based Philanthropy Network seeks a Network Organizer to serve as a strategic lead organizer in strengthening the practice and learning community of trust-based philanthropy. Specifically, the Network Organizer will implement a decentralized, peer-to-peer strategy designed to embed trust-based principles into aligned efforts and initiatives. As the network is still in a nascent phase, the Network Organizer will be responsible for facilitating the Steering Committee's development and building on existing momentum by implementing and refining the current strategic plan. The Network Organizer will also cultivate a culture of learning while establishing systems and processes to assess and respond to the interests and needs of practitioners that want to a) learn more about trust-based philanthropy, b) adopt trust-based practices, and c) become a formal member of the advocacy network.

The Network Organizer is a senior level contract position that reports to the TBP Steering Committee (which consists of executive leadership from The Whitman Institute, Robert Sterling Clark Foundation, and Headwaters Foundation) and works collaboratively with the Network Communications Strategist and the Network Coordinator. This is a part-time position of approximately 20 hours a week, with a minimum commitment of one year.

### Job Responsibilities

#### *Network Strategy & Implementation*

- Help create opportunities for spreading practice and involving new practitioners via relational networking
- Brainstorm and implement tactics in support of the overall network strategy—conference opportunities, prospective partnerships, curriculum collaborations, webinars, etc.—with an eye toward maintaining the relational, organic nature of the network
- Oversee and document all activities and tactics related to the strategic plan
- Conduct ongoing assessment of activities to inform and refine overall strategy
- Track current and upcoming initiatives, programs, and resources that are relevant to the work of the TBP network, and communicate opportunities to the Steering Committee

#### *Programmatic*



- Serve as the point person for all trust-based philanthropy-related inquiries, assessing and directing those inquiries as needed
- Develop and lead an intake process for practitioners that are interested in learning about, implementing, and/or advocating for trust-based philanthropy
- Once determined by the TBP Steering Committee, maintain partnerships with philanthropy advancing organizations (including think tanks)
- Produce and lead engagements (e.g., webinars, meetings, trainings) designed to increase learning and activate the philanthropic community around TBP principles
- Maintain regular communication with network allies, including quarterly email updates to keep allies apprised of relevant developments and opportunities
- Collaborate with the Communications Strategist to set priorities and determine content for external-facing communications, such as website, press releases, etc.

#### *Administrative Oversight*

- Plan & lead monthly conference calls with TBP Steering Committee
- Manage vendors, consultants, and part-time coordinator
- Track and manage overall budget

#### Job Requirements

- At least 5 years' experience in a senior management role at a nonprofit, foundation, or philanthropy serving organization
- Relationships within and familiarity with the philanthropic and nonprofit sectors is highly desired
- Demonstrated experience developing, implementing, and refining an organizing or movement building strategy
- Experience with networks, network-building, and network management
- Strong project management, communication, and facilitation skills
- Self-motivated problem-solver, with a desire and willingness to work collaboratively
- Ability to work independently and flexibly without extensive support staff
- Willingness to travel up to 5 times a year
- While this job can and will be done remotely, we are placing high priority on candidates based in the San Francisco Bay Area or New York City, where key Steering Committee members are based

#### Applications

Interested applicants should send a cover letter and resume to [trustbasedphilanthropy@rsclark.org](mailto:trustbasedphilanthropy@rsclark.org) by December 10, 2018.