

Job Announcement/Description
Managing Director of Funder Engagement at [PACE](#)

Status: Full-Time, Salaried, Exempt from overtime
Reports to: CEO
Supervises: Operations Support Lead
Salary: \$115,000 annual base, paid twice monthly
Benefits: Employer contribution to health/dental/vision plan; full employer coverage of disability and life insurance policy; IRA match (3%); paid time-off + holiday package; cell phone/internet reimbursement; option to contribute to health and dependent care FSA and 529 savings plan; professional development resources
Location: Virtual/Work-from-home; can be based anywhere in the U.S. with willingness and ability to travel an average of once per month
Start Date: Ideally Q1 2023; applications will be reviewed on a rolling basis, so interested candidates are encouraged to apply early. Application open as of 12/20/22.
To Apply: [Complete this form](#)

PACE ([Philanthropy for Active Civic Engagement](#)) is a philanthropic laboratory for funders seeking to maximize their individual and collective impact on democracy and civic life in America. PACE [achieves](#) this through learning, experimenting, collaborating, and modeling vibrant civic space. Our primary network and audience is our 65 (and growing) institutional members, but we also seek to actively contribute to and influence a wider field of civic-minded philanthropic entities and leaders.

About working at PACE

Given the state of our democracy and the shifting social and political climate over the last several years, PACE's aspirations have grown to meet the moment. We're living through a period of American democracy where many of our deepest issues and injustices are at the surface. With that comes both challenge and opportunity. At PACE we take both head-on, grappling with what's difficult in order to contribute to what's possible. And we try to have some fun and make it interesting in the process.

We are a small staff with ambitious plans, and each member of the PACE team plays a central role in bringing to life the conversations, convenings, and impact that we advance together. We have a hard-working, fun-loving, and thoughtful culture with a high attention to detail and quality, and we place a priority on relationships. We move frequently between deep learning/reflection and urgent action/projects.

We believe that delivering consistently top-notch work requires flexibility, especially as more people strive to find balance in their lives. As such, our team maintains "core hours" of 11:00 AM-4:00 PM Eastern, Monday through Thursday, during which team members are expected to be available for collaborative work time with each other. Outside of these hours, everyone manages their own schedule to fulfill their responsibilities (which we know may include caregiving and other personal/family obligations). We dedicate Fridays to personal learning and reflection. That said, there are occasional peak moments of engagement and travel that may necessitate commitments beyond core hours.

PACE is committed to creating an inclusive work environment that advances pluralism and [racial equity](#). We are proud to be an equal opportunity employer and encourage applicants of all races, religions, gender identities or expressions, familial statuses, sexual orientations, ages, disability statuses, and other protected classes to apply.

Description of the role and why it exists

The charge of the Managing Director of Funder Engagement is to design, curate, and implement experiences for PACE that maximize the participation of funders within our community. By “community” we are primarily referring to our philanthropic [members](#), but experiences involve non-member funders and other partners at times. These experiences may be about “information delivery and discussion” (such as funder briefings or webinars) or “collaborative learning” on a specific issue or topic (such as affinity groups or Member Meetings). In either case, the experiences may be discrete or one-off opportunities, and sometimes they may intend to inspire larger programmatic work or collaborations on an ongoing basis. Sometimes the experiences may need to be designed for groups of people (like our membership writ-large), and sometimes they may be about identifying specific ways to customize engagement for an individual member in order to help them get the most out of their membership in the network.

The primary functions of the role are relationship building and management, network engagement, and event design (in-person, virtual, and hybrid). This is a newly created position in conjunction with a strategic expansion for PACE, so the MDFE will need to be highly intuitive, able to take initiative, and comfortable working without a concrete “roadmap” about how things have been “done before” (partially because this is a new role and partially because we want to be imaginative and innovative in evolving the ways we work). This person will need to be highly relational and emotionally intelligent with the ability to deeply understand people’s needs, goals, interests, and ambitions, as well as the strategies and objectives of the institutions they represent.

The MDFE will be a peer to our Managing Director of Learning and Experimentation. The MDLE’s charge is to ask “What is PACE learning and why?” and the MDFE’s charge is to ask “Who needs to be engaged in that learning and how?” Both Managing Directors are considered members of PACE’s leadership and report to the CEO. The MDFE will manage PACE’s Operations Support Lead, who (among other responsibilities) coordinates the logistics of our events. Due to the fact PACE is a small team (growing to 6 employees in 2023), it is inherent that the MDFE will need to perform some occasional development, marketing, and logistical/administrative work, but the primary responsibility for those functions sits with other PACE staff.

Primary Responsibilities

- Design and develop agendas and curate inclusive and engaging experiences for meetings and events (including identification of and outreach to speakers/content experts with diverse perspectives and experiences); such experiences will include:
 - Member Meetings (twice annually; convened in hybrid way [with virtual + in-person attendance options])
 - Funder briefings/webinars (quarterly; convened virtually)
 - Collaborative summits and/or other programming TBD (as needed)

- Develop, launch, and manage PACE’s “Learning Labs” which will be topic-specific communities (sometimes known as “affinity groups”) dedicated to deep learning among members and the wider civic field on specific issues or practices (topics like civic learning or effective governance).
- Maintain relationships with PACE members and support them in finding ways to maximize their experience with PACE, which may include:
 - Refining and managing the member onboarding and orientation process, and ensuring PACE has a personal touch-point with each member (new and long-standing) at least once per quarter
 - Identifying points of “connective tissue” and making connections with other members, prospective partners, or other leaders exploring similar issues or topics, which requires:
 - Maintaining awareness and understanding of member and field-level priorities, interests, and activities;
 - Representing PACE at meetings, events, and conferences as needed to stay up-to-date and relevant;
 - Ensuring member voices are fully integrated in—and participation is maximized across—all streams of PACE work and offerings
 - Proactively reaching out to members and the broader network about PACE activities to ensure they are apprised of our offerings and know how to engage
 - Developing goals and metrics for engagement that are aligned with PACE’s Measurement and Evaluation framework
 - Working to understand the demographics, interests, and needs of the membership, and ensuring it is inclusive of people from all identities and experiences, and continues to grow in its representation
- Engage as a hub within the PACE team:
 - With MDLE and Program Lead, ensure alignment and cohesion between various streams of learning, experimentation, and member-serving work
 - With the Communications Lead, ensure clear and consistent communication to funders, which may include creating newsletters, supporting our ability to “Learn out Loud” through blogs, videos, and other storytelling mechanisms
 - With the Operations Lead, ensure efficient and smooth coordination and management of logistics and details related to meetings and events
 - With the CEO, consider PACE’s external affairs and thought leadership priorities, including identifying opportunities to engage in other channels and networks to advance PACE’s work and messages
 - Contribute to the team’s efforts to collectively advance our strategic plan, racial equity framework, team learning agenda, and professional development
- Other duties as assigned/determined

Experience and Skills

Note: “experience” does not necessarily mean older, more, or bigger—it means that when you read the responsibilities, you have done at least half of the things listed, and possess the qualities and dispositions to complete the functions necessary. We are a learning organization, and every member of our team is continuously growing and developing “on the job;” as such, we support and encourage the ongoing training and professional development of our staff.

- Experience creating and project-managing events for professional audiences
 - Have led the creation of events/meetings from idea stage, to launch, through evaluation
 - Comfortable being “out front” as the leader and behind-the-scenes as the manager
 - Applies best practices and principles of adult learning
- Content knowledge within PACE’s priority areas of focus (such as civic learning, bridge building, and national service). This does not mean specialization or expertise in these areas are necessary, but that there is a general familiarity with (and willingness to learn about) the [ecosystems](#) we operate within
- Strong analytical and critical thinking skills—ability to ideate and adapt at all stages of development, to consider (and sometimes reconcile) diverse perspectives, and to synthesize complex ideas into concrete lessons, learnings, and/or action steps
- Strong intercultural competencies, including the ability to build bridges across difference, identify and navigate cultural differences in our work, and bring equitable mindset and practices into program design and network building
- Strong writing and communication skills—including ability to bring people from diverse backgrounds and perspectives along with ideas and concepts that might be new or otherwise unfamiliar
- Experience working in small and growing organizations and therein, being an adaptive utility player
- Proficient in Google Suite, and comfortable communicating through Zoom and Slack

Candidates for the MDFE role will stand out by being:

- Aligned with and committed to the [vision, mission, and principles](#) and [racial equity commitment](#) of PACE
- Self-starting with significant initiative, intuition, autonomy, and drive; able to work independently with little need for close management but also enjoys working collaboratively with a team
- Personable, relatable, and relationship-oriented—ability to work well with many types of people and bring out the best in those around them
- Thoughtful and insightful—ability to see the “big picture,” appreciate multiple perspectives, and consider the potential opportunities, benefits, challenges and/or consequences of ideas and concepts
- Flexible and dynamic—can adapt and iterate to changing or ambiguous circumstances smoothly
- Focused on paying attention to detail, is able to produce consistently high-quality work, is comfortable being tasked with multiple priorities, and demonstrates a commitment to clear communication and follow-through

To Apply

[Fill out this online form](#). We will do our best to review applications as they come in, so interested candidates are encouraged to apply as soon as possible.

In the form we ask for:

Brief answers (5-7 sentences each) to the following questions:

1. What approach, spirit, or philosophy do you bring to creating meaningful experiences for diverse groups of people?
2. If you had 60 minutes to learn as much as possible from a small group of experts on civic engagement and democracy, what are two questions you would ask them and why?
3. Let's pretend you get the job and we're holding your one-year performance review. Based on what you know of the organization and the job, what would you point to that shows outstanding performance and results?

Your resume or a comparable description of relevant work/skills/training history as an uploaded document (such as a .doc, .docx or .pdf). We are flexible on what format this takes; our aim is to understand where you have worked before and the types of roles you have had. We are open and interested in learning from people across the spectrum of experience and industry.