



Job Announcement:  
**Manager of Nonprofit Programs**

At the Catalogue for Philanthropy: Greater Washington we believe in the power of small nonprofits to spark big change. As the only locally-focused guide to giving (in print and online) our goal is to create visibility for our charities, fuel their growth with philanthropic dollars, and create a movement for social good in our region. Our local network of some [375 vetted charities](#) is made up of environmental, arts, education and human services organizations with budgets below \$3 million. Since 2003 the Catalogue for Philanthropy has raised over \$34mm for local charities.

Position Overview

The Catalogue is seeking a Manager of Nonprofit Programs to serve as the liaison between the Catalogue and our network of community-based nonprofits. In addition to supporting our existing network by serving as the main point of contact, convening nonprofit staff, planning and facilitating trainings and donor education gatherings, collecting and disseminating information and resources, he or she has the opportunity to expand those resources by forging new connections with community partners. The Manager should be passionate about the local nonprofit sector, eager to work with Catalogue nonprofits and with existing external partners, and excited about identifying new partners who can leverage what the Catalogue brings to its network. Working in our downtown Washington, D.C. office, the Manager of Nonprofit Programs will report to the Catalogue's Executive Director and have part-time administrative support from the Operations Coordinator.

Principal Responsibilities

- Act as the Catalogue's nonprofit liaison for a network of 375 local organizations
- Participate in the planning and execution of CFP programs and trainings (in development and stewardship/marketing and communications, volunteering) tapping in-house resources, existing external community partners, and new contacts
- Facilitate informational workshops and webinars, regular in-house gatherings for new nonprofit staff members, annual orientations, and neighborhood convenings with members of our nonprofit network
- Identify members of our network who are thought leaders in their fields and develop a donor engagement program
- Coordinate with local nonprofit capacity builders as a community partner and to bring new resources to our network.
- Recruit new applicants and reviewers for our annual application and review process

Qualifications

- Bachelor's degree and three - five years of experience in the nonprofit sector in the Greater Washington region
- Experience planning and conducting trainings
- Superb personal relationship skills
- Excellent writing and communication skills
- Facility with technology/databases
- Proven ability to meet multiple deadlines
- Ability to work both independently and as a member of the team

### Salary & Benefits

- Competitive salary, commensurate with experience
- Group health insurance, life insurance, short-term and long-term disability, maternity leave, 401(k)
- Two weeks paid vacation, 10 federal holidays, sick leave
- Monthly commuting stipend

### To Apply

Please submit your cover letter (including salary target) and resume at: <http://cfp-dc.org/applynow/jobapp.php?j=32>

Catalogue for Philanthropy: Greater Washington is an equal opportunity employer.  
To learn more about us and our selected charities,  
please visit [cfp-dc.org](http://cfp-dc.org).