



Job Title: Program & Advancement Manager
Location: Magnified Giving | 9940 Reading Road, Evendale, OH
Hybrid position with flexibility to work in-person or remotely.
Hours: Hourly position - 32 hours/week with opportunity for overtime hours with approval.
Rate of Pay: \$24.00 per hour, non-exempt
Reports to: Director of Programs and Director of Advancement

The Program & Advancement Manager manages the day-to-day operations of programs, advancement and administration for the Magnified Giving team. The team member in this role provides critical support to the Director of Programs and Director of Advancement by establishing and maintaining systems and records that support program and advancement activities and goals. Our ideal candidate will make Magnified Giving stronger by passionately developing strong systems and ensuring smooth operations to support the success of our mission.

Key Areas of Responsibility

Strengthen Our Programs

- In coordination with the Director of Programs, provide support for 130+ facilitators of Magnified Giving's Youth Philanthropy Programs and cultivate relationships with educators and partners who carry out our programming.
- Develop and maintain systems for efficient record-keeping of information relating to participating Youth Philanthropy Programs, grant recipients, and impact.
- Manage and schedule speaking engagements for Roger Grein, Founder of Magnified Giving, to empower and encourage youth participants, and accompany him.
- Cultivate positive and supportive relationships with nonprofit partners, and foster greater collaboration to further our mission.
- Be a highly informed advocate for the Magnified Giving mission of youth philanthropy and service-learning.

Support Advancement

- In coordination with the Director of Advancement, continue and cultivate positive relationships with donors and community partners, and utilize your creativity to connect each individual to our mission.
- Work with the Director of Communications to develop and prepare necessary and meaningful materials for meetings with donors and community members.
- With the Director of Advancement and Director of Communications, seek and enact unique and meaningful ways to express gratitude to our supporters and demonstrate impact.

Manage Foundational Administrative Routines

- Process donations by entering them into the necessary systems and preparing the acknowledgement letters to be mailed or emailed. Prepare bank deposits for CEO.
- Produce Donor software and Quickbooks reports and provide data to support strong decision-making for the Magnified Giving team.
- In coordination with the Director of Communications, produce and coordinate general and bulk mailings in support of donor engagement.
- Maintain confidential records in donor relations systems as needed.

Collaborate Enthusiastically

- Communicate with all team members on a regular basis, specifically in oral and written reports to direct report supervisors upon request.
- Other special projects and committees as assigned.
- Attend a weekly team meeting to share workflow and project progress.

Minimum Qualifications

- Bachelor's degree in a related field.
- Minimum two years of administrative, program, and/or advancement experience.
- Proficiency in Microsoft Windows software and applications is required, especially Microsoft Excel.
- Google Workspace proficiency.
- Familiarity with nonprofit CRM and donor management platforms, or proven ability to master new software. Experience with DonorSnap is a plus.
- Familiarity with QuickBooks, or proven ability to master new software.
- Possesses strong organization skills and demonstrates attention to detail.
- Possesses strong project coordination, customer service, and problem-solving skills.
- Demonstrated ability to collaborate with a variety of volunteers, staff, and agency/community partner representatives.
- Ability to establish and deliver on priorities and maintain confidentiality as required.
- Possess an interest and passion for Magnified Giving's mission.

Core Competencies

Communication/Interpersonal Skills, Technological Proficiency, Time/Project Management, Accountability, Confidentiality, Ability to multitask.

Working Conditions

- This job is hybrid, with a primary workspace at the Magnified Giving office but with opportunity to work up to half of hours remotely based on preference and coordination with supervisors.
- Hourly position - 32 hours a week, with opportunity for overtime hours with approval.
- Monday through Thursday are normal operating hours for the organization - dependent on the calendar and workflow, Friday if necessary.
- Office space provided with office tools needed to manage the responsibilities of the position.

- This role will involve extended viewing of a computer monitor.
- Must have flexibility to attend special events and meetings which may include working evenings and weekends, as necessary.
- Ability to lift up to 20 lbs; occasional physical exertion may be required in setting up meeting spaces.
- Must be able to provide own transportation to occasion events and meetings within the regional area, including some evenings and weekends.

Compensation and Benefits

Rate of Pay: \$24 per hour. Benefits: Flexible work location; flexible work schedule; ten paid holidays per year; one week paid vacation (40 hours) during first year of employment if hired prior to July 1st, prorated after July 1st; PTO with approval.

About Magnified Giving

Magnified Giving is a nonprofit educational organization located in Evendale, OH. Our mission is to educate, inspire and engage youth in philanthropy, and to touch the hearts and minds of teens, lighten the concerns of others, and magnify the impact of philanthropy. For more information, visit <https://magnifiedgiving.org/>.

Our core values are Collaboration, Empathy, and Youth Empowerment. These core values are emphasized in our workplace:

1. We strive to collaborate in a manner that uplifts each member of our team and engages their strengths and passions;
2. We demonstrate empathy and care for our teammates and their life circumstances as we help each other learn and grow professionally and personally;
3. And we work together to empower youth! We foster a culture of joy and celebration that each day, we get to work together with a resilient and fun team to empower thousands of youth to be philanthropists!

To Apply

Please send a cover letter and resume to Kelly Collison, CEO, at kelly@magnifiedgiving.org. Deadline to apply is April 15th.