



Job Description:

GPNP Program Manager

Reports to: GPNP Director

Full-time, Exempt

\$50,000 - \$55,000

Organizational Background

The Greater Pittsburgh Nonprofit Partnership (GPNP) is a program of The Forbes Funds (TFF) and a nearly 500-member network across ten counties. The Forbes Funds is a supporting organization of The Pittsburgh Foundation. GPNP seeks to be a united voice of Greater Pittsburgh area’s nonprofit sector and a strong advocate for both the sector and the resilient communities it serves. GPNP’s membership is representative of various fields of service including: human services, education, health, environment, community development, and arts and culture.

Primary Responsibilities:

The GPNP Program Manager reports to the GPNP Director and is responsible for executing the vision of the Director regarding the three main service areas of GPNP: education, public policy and advocacy, and convening. The vision of GPNP is aligned with the broader vision and strategic plan of The Forbes Funds to convene, coordinate, and build capacity in the nonprofit sector of southwestern PA.

GPNP is guided by a 15-member Advisory Team comprised of nonprofit executive leaders from throughout the region who are both elected and appointed by the general membership. A Public Policy and Membership Committee, each open to the full membership also inform the work of GPNP. Throughout the year, GPNP membership is solicited for input and feedback regarding the following:

- 1) Public Policy Analysis, Education, and Advocacy
- 2) Member connectivity, relationship-building, partnership and collaboration
- 3) GPNP’s biennial Summit
- 4) Special Projects including cohorts and civic engagement work

The qualified individual must possess a deep commitment to equity, specifically racial equity. A familiarity with the Social Determinants of Health and the 17 United Nations Sustainable Development Goals is desired. This position requires a critical eye geared towards systemic change and ecosystem co-creation, as well as the ability to work collaborative and flexibly in a fast-paced environment. The qualified individual must be analytical, a strong writer, exceptionally organized, and have strong interpersonal skills to engage with a multitude of audiences that include community leaders, executives, elected officials, committees, and consultants.

Responsibilities and Duties:

Public Policy

- With the guidance of the Public Policy Chair and GPNP Director, shift the public policy agenda from reactive to proactive education and mobilization.
- Facilitate monthly public policy committee meetings with goal of coalescing annual GPNP policy agenda.
- Convene multi-stakeholder meetings for nonprofits with elected officials, knowledge experts and community leaders around key issues pertaining to the Social Determinants of Health.
- Educate and organize GPNP members around salient public policy issues pertaining to the southwestern PA nonprofit sector and resilient communities i.e. housing moratoriums, school districts reopening, equitable vaccine distribution.
- Monitor federal, statewide, and local public policy concerns of the nonprofit sector, particularly the Pennsylvania State Budget process.

Membership

- With the guidance of the GPNP Membership Committee Chair and the GPNP Director, organize committee member activities to strengthen the membership, benefits and connectivity across the network's ten counties.
- Assist GPNP Director in the facilitation of strategic partnerships between GPNP and other capacity-building institutions, networks and associations.
- Coordinate events and actions to elevate nonprofit leaders into positions of influence and co-creation within the network.
- Implement marketing, recruitment, and retention plan for GPNP membership.
- Ensure that GPNP members utilize annual benefits to build capacity of the nonprofit sectors' most marginalized organizations.
- Coordinate membership communications through social media, website, and other correspondence.

- Operationalize GPNP membership renewal using existing and newly introduced systems.
- Collect and utilize GPNP membership data to better serve the capacity-building capabilities of The Forbes Funds.

Convening (2021 GPNP Summit)

- Under the guidance of the GPNP Director and the GPNP Advisory Team Chair, coordinate activities of the 2021 Summit Organizing committee and other stakeholders to ensure the Summit is responsive to the sector's needs and forward-looking.
- Co-design and implement a process and timeline for the 2021 GPNP Summit.
- Project manage the tasks related to marketing, registration, speaker recruitment, theme, workshop tracks, fundraising, and other aspects of the 2021 Summit.
- At the direction of the GPNP Director, coordinate the GPNP Annual Meeting and manage the electoral and appointment process for GPNP Advisory Team members.

Other

- Collaborate with TFF team members on refining internal processes, data collection, and contribute to a positive and productive team dynamic.
- Assist GPNP Director in completing and submitting grant proposals and other foundation and/or sponsor correspondence.
- Update GPNP website and online communication channels.
- Schedule and coordinate GPNP Advisory Team, Public Policy Committee and Membership Committee meetings, others as needed.
- Assist in supervision and implementation of special projects (examples include program cohorts and civic engagement).
- Other professional responsibilities and duties as needed.

Personal and Professional Qualifications:

- Commitment to the mission, core values, and principles of The Forbes Funds and GPNP.
- Commitment to equity, transparency and accountability.
- Demonstrated ability to collaborate across scales within an organization and with external stakeholders.
- Demonstrated capacity to learn and grasp the principal challenges and opportunities facing southwestern Pennsylvania's nonprofit sector.
- Facilitation, community organizing, and coalition building skills.
- Exceptional written and verbal communication skills.
- Ability to inspire trust, organize people into a team, and motivate them to work well together.
- Excellent oral and written communication skills.

- Experience in data management and generating reports.
- Experience in social media and other communication platforms.
- Demonstrated ability to learn event management and constituent management (CRM) platforms.
- Highest levels of personal and professional integrity, compassion, and standards of excellence.
- Bachelor's Degree required in a related field. Master's Degree preferred. Minimum of 3 years work experience (internships and volunteer experience included) in social service, education, civic engagement, public policy, advocacy, or a related field required.

About The Forbes Funds

The Forbes Funds is leading transformations in western Pennsylvania's nonprofit ecosystem by increasing effectiveness of individuals, groups, and human service and community-based organizations in an inclusive, collaborative, and thoughtful manner. Envisioning Pittsburgh's nonprofit sector as innovative, informed, engaged, and effective, The Forbes Funds advances capacity building within and among the region's nonprofit organizations.

To learn more visit www.forbesfunds.org.

To Apply:

Send a cover letter and resumé to jobs@pghfdn.org by April 2, with the subject line, GPNP Program Manager Applicant.

The Forbes Funds is an Equal Opportunity Employer with a commitment to diversity and inclusion.