Education Program Manager

Job Description

About The Community Foundation of Anne Arundel County (CFAAC)

Established in 1998, CFAAC is one of 900+ community foundations nationwide. We are an independent 501(c)(3) public nonprofit with a mission to inspire and promote giving in Anne Arundel County by connecting people who care with causes that matter. We envision a vibrant and generous community that comes together to enhance the quality of life for all. Our role is to promote philanthropy, help identify critical community needs, partner with donors to achieve their philanthropic and financial goals, and foster collaboration that strengthens the nonprofit sector across Anne Arundel County.

Since its inception, CFAAC has created permanent and spendable sources of funding for the purpose of grantmaking to nonprofit organizations. Through two giving circles and 300+ Donor Advised, Scholarship, Memorial, and Legacy Funds, we support the philanthropic community by granting $6-$9 million annually. As a service to the community, CFAAC produces a needs assessment report, *Poverty Amidst Plenty,* every three years to help us and key stakeholders to understand and track the needs in Anne Arundel County. We also provide a variety of online and in-person education programs to donors, nonprofit leaders, and professional advisors throughout the year.

The Education Program Manager plays a vital role in our small, mighty, and fast-paced organization, which is known for its high-quality donor service, trusted community partnerships, and thoughtful philanthropic advising. As a rapidly growing community foundation, CFAAC is expanding its impact across the county. This position is central to advancing our objectives **to support donors, nonprofits, and advisors**, through a series of events that ensure high quality education programs are aligned with the most pressing and emerging needs of our community. The Education Program Manager collaborates with a dedicated team of philanthropic advisors to deepen donor engagement and support meaningful, lasting philanthropic outcomes that improve the quality of life for all Anne Arundel County residents.

The Position

The Education Program Manager is a part-time -- 30 hours per week --nonprofit professional responsible for designing, coordinating, and implementing CFAAC's outreach and education strategy for key stakeholders in the local philanthropic community. Working collaboratively with CFAAC staff and community partners, this role plans and executes high-quality webinars and in-person events that strengthen nonprofit capacity, engage donors, and increase understanding of community needs. The Education Program Manager supports CFAAC's donors and the local nonprofit community by providing access to CFAAC's educational tools and resources that promote informed, strategic, and tax-efficient philanthropy.

Our Ideal Candidate

The successful candidate demonstrates the knowledge, skills, and experience necessary to perform the essential functions of the position.

- Experience planning, coordinating, and executing educational programs, events, conferences, or cohort-based learning initiatives
- Ability to manage multiple projects concurrently while meeting deadlines and maintaining attention to detail
- Successful nonprofit experience of five or more years
- Strong project management and organizational skills
- Demonstrated ability to work effectively with internal teams, external partners, advisory committees, and community stakeholders
- Commitment to community engagement, nonprofit capacity building, and advancing philanthropic impact
- Experience using event registration, CRM, and program or learning management platforms (e.g., Eventbrite, GLM, or similar systems)
- Experience managing administrative and financial processes related to programs or events, including registrations, payments, reimbursements, and procurement
- Ability to collect, analyze, and summarize program participation data and outcomes for reporting purposes
- Strong written and verbal communication skills, including the ability to prepare reports, applications, and program materials
- Brings a congenial personality and sense of humor; is self-aware, low-drama, flexible, resourceful, emotionally intelligent, confident, self-motivated, and results-oriented

Position Responsibilities:

The Education Program Manager performs the following essential functions:

- **Program Planning & Implementation:** The Education Program Manager develops and manages the annual CFAAC Education Workplan and plans, coordinates, and executes educational programs, capacity-building cohorts, and convenings throughout the year. This role is responsible for developing agendas, coordinating speakers, and managing all program logistics to ensure high-quality learning experiences.

- **Partnerships & Collaboration:** This position collaborates with nonprofit and community partners throughout Anne Arundel County and participates in advisory and planning committees related to education and capacity-building initiatives. These partnerships help ensure programs are responsive to community needs and aligned with CFAAC's mission.

- **Event & Program Administration:** The Education Program Manager creates and manages program registration, applications, and constituent data using CFAAC's CRM and Eventbrite. The role also manages program-related payments, reimbursements, and procurement in coordination with internal staff to ensure smooth and compliant operations.

- **Communications & Promotion:** Working closely with the Communications team, the Education Program Manager helps develop and promote educational program content and coordinates co-branded marketing and outreach efforts with partner organizations to maximize program visibility and participation.

- **Reporting & Evaluation:** This role tracks participation, attendance, and outcomes across education and capacity-building programs and prepares an annual education report for the Board of Directors summarizing program reach, impact, and outcomes.

- **Organizational Engagement:** The Education Program Manager participates in weekly CFAAC staff meetings and contributes to organizational planning and coordination, while also summarizing participation metrics and organizational capacity outcomes achieved through education initiatives.

The duties listed above are intended to illustrate the general nature and level of work performed in this position. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required. Duties may be modified or assigned as appropriate to meet organizational needs.

Physical Demands/Work Environment: The work is performed primarily in an office setting with some local travel required. Lifting and transporting of meeting and event materials, including AV equipment, may be required from time to time.

Supervision: The Education Program Manager reports to the President & CEO.

Compensation and Benefits – Based on 30 hours per week

- Salary Range: $45,000-$50,000

- Medical Benefits: Comprehensive medical coverage with plan options designed to support employee health and wellness

- Retirement: Employer-sponsored retirement plan with organizational matching contributions

- Professional Development: Ongoing opportunities for professional growth, including support for continuing education, conferences, certifications, and memberships in relevant professional associations

- Paid Time Off: Generous paid time off, including vacation, sick and personal leave, and all Federal holidays

How to Apply: Interested candidates are invited to submit a **resume and cover letter** describing their qualifications and interest in this position. Application materials should be submitted electronically through Indeed.

Applications will be reviewed on a rolling basis until the position is filled. Qualified candidates may be asked to provide additional materials or participate in multiple stages of interviews.

The Community Foundation of Anne Arundel County is an equal opportunity employer committed to fostering a supportive, inclusive workplace and encourages qualified candidates from diverse backgrounds to apply.

Apply Through INDEED