



PROGRAM MANAGER

Job Description

About Women Moving Millions

Women Moving Millions (WMM) is a global community of over 340 high-net-worth individuals who each make a minimum \$1 million commitment to organizations or initiatives benefiting women and girls. Collectively, our members have made bold commitments of over \$820 million and continue to give well beyond those initial commitments. Together, we represent a new era of resources by and for women, using the power of our voice and our influence to inspire others to invest with a gender lens.

Our core values and beliefs, which guide our work, can be read here:

<https://womenmovingmillions.org/about/>

The Opportunity

Women Moving Millions is seeking a creative and energetic Program Manager to join its growing team in a newly created role. The Program Manager will work alongside the Senior Director of Program and Learning to advance the mission of the organization through its programmatic work. Specifically, the Program Manager will help facilitate the leadership journey of our community by delivering opportunities for them to amplify their leadership through various program and event offerings, including connection to thought leaders, regional convenings, leadership programming, and other high-touch experiences.

Job Title: Program Manager

Location: Remote to hybrid; New York City preferred

Compensation: \$65,000 - \$80,000 range

Time Commitment: Full time

Supervisor: Senior Director of Program & Learning

Start Date: ASAP

Primary Responsibilities

- Manage the planning and execution of all member events, including curriculum design, event budgets, communications, and event logistics
- Facilitate debriefs with post-event follow up and key learnings including measuring impact of events
- Manage the execution and post-launch of the forthcoming digital WMM resource lab
- Deliver robust program offerings for our members
- Manage our flagship Philanthropic Leadership Program, including program delivery, faculty recruitment, member recruitment, partner and alumni management.
- Facilitate learning and connection for a growing global network
- Support and engage our global network of members through the development and management of a dynamic annual calendar of events and programs, including but not limited to the WMM Annual Summit, skills-building workshops, regional member convenings, digital engagement, and global offerings
- Provide focus to WMM's research and advocacy agenda

- Stay informed of current research, policy, activities, and trends in the issues related to gender equality and impact investing fields.
- Project manage key research projects and other special projects as they arise

Candidate Profile

- Commitment to Women Moving Millions' mission, vision, and values
- Event planning and project management experience essential
- Proven success in delivering effective event experiences to diverse audiences across geographies, languages, and time zones in both virtual and physical mediums
- Knowledge of project management processes and tools
- Strong time management, critical thinking, and communication skills
- Well-developed organizational skills with attention to detail and the ability to prioritize multiple projects
- Problem-solving orientation to tasks and ability to anticipate needs
- Working knowledge of the women's philanthropy space
- A passion for women's and girls' social justice issues and movements
- Collegial and team-oriented personality
- Discretion and confidentiality a must

Equal Opportunity

Women Moving Millions is committed to the diversity of its workforce and strongly encourages applicants from all cultures, races, educational backgrounds, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, age, disability, familial status, marital status, caregiver status, or any other category protected by applicable federal, state, or local law.

To apply for this position, please submit a cover letter and resumé to Jobs@womenmovingmillions.org with Program Manager in the subject line.