

# Operations & Membership Manager

## Funders for Organizing (FFO)

*Full-Time | Remote within the United States | Travel Required*

### About Funders for Organizing

Funders for Organizing is a fiscally sponsored program of Resilient Strategies LLC.

FFO is a growing philanthropic community committed to strengthening and expanding philanthropic support for community organizing. We bring funders together to learn, align, and move more resources to organizing as a core strategy for building power and achieving lasting social transformation.

The central aim of FFO's work is to spearhead a national effort to secure **\$100 million in additional funding for community organizing across the United States**. This involves mobilizing philanthropic partners to make deep, sustained, and responsible investments in the infrastructure that supports social movements.

As a young and growing organization, FFO is building a small but mighty team grounded in values of justice, accountability to movements, collaboration, and learning.

### Position Overview

The Operations and Membership Manager reports directly to the Senior Campaign Director and will serve as a central hub for FFO's organizational operations, membership engagement, and support campaign implementation. This role requires strong organizational and communication skills, comfort working in philanthropic spaces, and a deep understanding of community organizing.

This person will manage internal operational systems, support financial and grant processes, coordinate virtual and in-person convenings, steward our membership network, and play a key role in implementing the fundraising campaign strategy.

The ideal candidate is proactive, detail-oriented, relational, and excited to help build infrastructure for a pivotal campaign and an emerging organization.

### Key Responsibilities

#### Operations & Administration (40%)

- Coordinate virtual and in-person meeting logistics, including scheduling, venue/vendor coordination, travel logistics, tech support, materials preparation, and participant communications.
- Support organizational budget and finance processes, including expense tracking, payments, reimbursements, and financial documentation.
- Maintain internal systems for data tracking, CRM/member database management, and digital file organization.
- Support grants management, including documentation, tracking grant timelines/reporting, and assisting with proposals and funder communication.

- Assist with development tasks, including donor stewardship, grant-writing support, and contribution and pledge tracking.
- Manage relationships with contractors (graphic designers, event planners, facilitators, tech support, etc.), including tracking scopes of work and deliverables.
- Provide operational support to the Senior Campaign Director and team as needed.

### **Membership Engagement & Support (35%)**

- Build and maintain strong relationships with FFO members to strengthen engagement, learning, and participation.
- Serve as a primary point of contact for member support and inquiries.
- Coordinate member programming and activities.
- Support member communications, including newsletters, call reminders, and post-event follow-up.
- Support facilitation and hosting of virtual member calls and in-person convenings.
- Support implementation of membership retention and recruitment efforts.
- Track member engagement data and identify opportunities to deepen connection and impact.

### **Fundraising Campaign Support (25%)**

- Support implementation of FFO's campaign strategy to raise **\$100 million in new resources** for community organizing.
- Assist with funder outreach, communication, and data tracking related to pledges, commitments, and donor follow-up.
- Help prepare campaign materials, presentations, and event logistics for funder engagement.
- Track donor engagement in CRM/database and support stewardship processes.
- Coordinate with development and campaign contractors, consultants, and partners.
- Support funder meetings and campaign events, including scheduling and follow-up.
- Represent FFO publicly at philanthropy and movement gatherings, with travel required.

### **Qualifications**

#### **Required**

- 3–5+ years of experience in operations, program development, event planning, membership coordination, or related areas.
- Experience in philanthropy, movement networks, alliances or intermediaries, or community-organizing ecosystems.
- Strong understanding of community organizing and movement-building principles.
- Excellent project and time management skills, with attention to detail.
- Ability to foster relationships with diverse stakeholders and members.
- Comfort facilitating small groups and virtual meetings.
- Experience coordinating logistics for in-person and virtual events, convenings, or meetings.
- Strong written and verbal communication skills.
- Proficiency with digital tools (such as Google Workspace, Zoom, and project management tools).
- Skilled in using digital tools, including Google Workspace, Zoom, and various project

management software.

- Ability to travel monthly for convenings and external representation.

### Preferred

- Experience with fundraising, donor relations, or campaign support.
- Experience in grants management or development operations.
- Experience managing contractors or vendors.
- Familiarity with CRM database systems.

### Desired Qualities

- **Strategic & Adaptable:** A systems thinker comfortable in a start-up environment, excited to support a bold philanthropic mobilization strategy, and adaptable as we build and grow.
- **Relational & Values-Aligned:** Skilled at cultivating trust and connection, with deep alignment with social justice values and community organizing principles.
- **Accountable & Self-Directed:** Strong follow-through and accountability, with the ability to take direction, implement work effectively, and maintain self-motivation while building structure and clarity.

### Compensation

This is a full-time salaried position. The salary range is \$80k-\$95, depending on experience, with a generous benefits package.

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### How to Apply

Submit a resume and cover letter through the ADP job portal. The application deadline is February X, 2026. The desired hire start date will be March 2026. Applications will be reviewed as received.

*Funders for Organizing contracts with Resilient Strategies LLC for backend and operational support, including hiring and employment. Resilient Strategies is an equal opportunity, affirmative action employer. Folks who are queer, trans, non-binary, Black, Indigenous, people of color, disabled, parents, are/have been system-impacted, are immigrants, and anyone who has experienced systemic oppression and/or gender-based violence are encouraged to apply. Pursuant of the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records for employment.*