



Association of Governing Boards of Universities & Colleges (AGB)  
Washington, DC

## Programs Manager

### **Responsibilities**

The programs manager is an integral part of the overall efforts of the Association of Governing Boards to provide relevant, high quality, memorable programs to member governing boards and senior administrators. The programs manager will be required to coordinate and support association programs in collaboration with the associate vice president of programs and relevant stakeholders. The programs manager reports to the associate vice president of programs.

### **Duties**

- Board Professionals Conference  
*AGB's annual gathering of college, university, institutionally-related foundation, and multi-campus system staff whose roles include a focus on board support and engagement (over 300 total participants).*
  - Manage speaker preparation with tact and aplomb.
  - Update web and conference platform/app.
  - Draft timely and appealing promotional messaging collaboratively with AGB's Marketing staff.
  - Ensure a simple and seamless on-site member experience by coordinating with the event manager.
  - Attend the event, staff event sessions as assigned, and assist in the deployment of on-site support staff.
- Advisory Councils  
*AGB's advisory councils meet on a quarterly basis, and collectively they embody a strategy to inform AGB's awareness of member interests and needs, provide peer learning opportunities for members, and enhance member engagement. Each council is led or co-led by an ambassador who provides thought leadership, facilitation skills, and experience related to the focus of the council.*
  - Under the direction of the associate vice president coordinate and develop with the ambassador(s) for each council relevant, memorable meetings (agendas, materials, and expert speakers), through collaboration with assigned AGB senior fellows/ambassadors, related sponsors/partners, and fellow staff.
  - Under the direction of the associate vice president coordinate and lead planning and debriefing meetings, draft council communications, and coordinate timely respective blog posts with content team members.
  - Inform council composition decisions together with the registrar, associate vice president of programs, and AGB leadership.
  - Staff council meetings, whether virtual or in-person.
- Webinars
  - Coordinate and lead ad-hoc planning meetings to produce and refine AGB's webinars calendar.
  - Oversee and contribute to broadcasting and recording AGB webinars.



- Collaborate with AGB's registrar and programs assistant in developing, tracking, and reporting key metrics.
- National Conference on Trusteeship and Foundation Leadership Forum
  - Support colleagues in the department in organizing and executing the events as able, and as assigned.
- Other Programs and New Programs
  - Support the associate vice president of programs and other colleagues in organizing and executing these events as able, and as assigned.

### **Qualifications**

- An undergraduate degree; graduate degree preferable.
- Two to three years of experience working with or in higher education, universities, or associations; work with institutional presidents, other executives and/or trustees preferred.
- Excellent communication skills both oral and written.
- Excellent organizational and planning skills with high level attention to detail.
- Ability to work effectively in a team-oriented environment.
- Ability to manage multiple responsibilities and different deadlines concurrently.
- Contribute positively to a working environment marked by collegiality, open and candid discussion, and active collaboration with AGB colleagues.
- A demonstrated focus on excellent customer service.
- Availability for limited travel.
- Proficiency with MS Office suite of applications required; proficiency with GoToWebinar, Zoom, and Teams preferred.

Please note this position description does not cover or contain a full list of duties or responsibilities that are required of the incumbent in this role. Duties, responsibilities and activities may change at any time with or without notice.

AGB is an equal opportunity employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AGB offers a competitive salary along with great benefits that include medical and dental insurance, generous retirement plan and paid time off as well as telework options.

**To apply:** Applicants should email letter of interest that describes experience relative to the position, salary requirements, and resume to [employment@agb.org](mailto:employment@agb.org).  
No phone calls, please.