

Association of Governing Boards of Universities & Colleges  
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, impactful services and programs to member governing boards and senior administrators. The programs manager will coordinate and support association programs with special attention on programs addressing board professionals, college and university foundations, and philanthropic governance and leadership. The programs manager reports to and supports both the associate vice president of programs and the executive director, philanthropic governance.

### **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.

- **Foundation Leadership Forum**

*AGB's annual Foundation Leadership Forum (FLF) is a gathering of over 600 foundation chief executives, board members, and event sponsors in support of institutionally related foundations of public colleges, universities, and systems.*

- Serve as the primary support for the team executing the FLF.
- Work in conjunction with the associate vice president of programs and executive director, philanthropic governance to contact speakers, schedule calls with speakers, prepare materials, track speaker needs, and update website pages.
- Manage developing event materials, obtaining copyright permissions, corresponding with speakers and participants, providing on-site support for programs and logistics, tracking expenses, processing reimbursements, and generating invoices.
- Support and steward facilitators and participants, ensuring an engaging and seamless volunteer experience.

- **Other Programs and New Programs**

- Support the AVP Programs and ED philanthropic governance in refreshing and developing member programs and services.
- Support colleagues in organizing and executing the National Conference on Trusteeship, Council for Foundation Leaders, and other events as able, and as assigned.
- Support executive director, philanthropic governance in creating and delivering new programs and services.
- Other duties as assigned.

**Qualifications**

- An undergraduate degree; graduate degree preferred.
- Two to three years of experience working with or in higher education, universities, or associations required; experience working in higher education advancement/fundraising or 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 meet expectations of multiple supervisors 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 and volunteer stewardship.
- Availability for limited travel.
- Proficiency with MS Office suite of applications required; proficiency with GoToWebinar, Teams, and Zoom preferred.

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, paid time off as well as telework options.

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