

**Position Announcement  
(June 18, 2024)**

**PROGRAMS COORDINATOR - Hybrid**

Reports to David Bass, Executive Director, Philanthropic Governance and  
Andy Louder, Associate Vice President of Programs

---

The Association of Governing Boards of Universities and Colleges (AGB) has a career opportunity for a Programs Coordinator.

**The Scope**

The programs coordinator will serve as the primary manager for AGB's online programs and provides organizational and logistical support for key member learning initiatives. The person hired for this role will be an important contributor to the effectiveness and efficiency of AGB's overall programs strategy.

**The Duties**

*(The duties and responsibilities listed are only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Employees must be able to perform the essential duties of the position with or without reasonable accommodations).*

- Under the direction of the associate vice president of programs and executive director philanthropic governance, coordinate implementation of AGB's overall web events strategy including Live and On Demand Webinars, "Ask the Expert," "Peer-to-Peer," and other programs that use AGB's web-based platform.
- Collaborate closely with colleagues from across AGB to develop and deliver online programming aligned with the strategic priorities of AGB Search, AGB Consulting, Programs and Content, and Partnerships.
- Provide proactive support to online faculty, helping to assemble agendas, PowerPoint presentations, and other materials.
- Support AGB's three flagship conferences: the National Conference on Trusteeship, Foundation Leadership Forum, and Board Professionals Conference, and other meetings as assigned. Responsibilities might include advance planning and preparation, and onsite support.
- Draft agendas and materials for meetings led by the programs team, and for program speakers as assigned.
- Track budgets and expenditures for assigned programs and projects, code and process invoices and payments.

- Input data, update, and maintain records, and generate reports from AGB's data systems.

### **The Requirements**

1. An associate degree or a minimum of 60 hours of undergraduate coursework. Bachelor's degree preferred but not required.
2. Two years of relevant experience; work experience in higher education or in a nonprofit association is a plus.
3. Exceptional organizational and customer service skills.
4. Strong communication skills, both oral and written, and the ability to represent AGB with a high degree of professionalism.
5. Ability to work independently, manage long-term projects and short-term tasks simultaneously, and work with multiple and competing deadlines.
6. Willingness to work in a fast-paced environment.
7. Ability to work effectively as part of a team.
8. Self-starter and effective problem solver.
9. Proficient with MS Office suite
10. Experience managing online meetings and/or online programs preferred.
11. Experience with Impexium or other AMS or CMS is a plus.
12. Availability to travel in support of meetings as necessary.
13. Physical ability to move/lift/pack boxes or equipment up to 20lbs for short distances of up to 5ft.

### **Equal Opportunity Employer**

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.

### **The Organization**

At the Association of Governing Boards of Universities and Colleges (AGB), we believe in the power of higher education to transform lives, strengthen inclusive democracy, and support a thriving society. We believe that strong higher education starts with great governing boards. AGB provides advocacy, leading practices, educational resources, expert support, and renowned programs that advance board excellence for 40,000 AGB members from more than 2,000 institutions and foundations. For more than 100 years, AGB has been the trusted authority for board members, chief executives, board professionals, and key administrators on higher education governance and leadership. Learn more at [AGB.org](http://AGB.org).

Note: AGB is a hybrid workplace. Employees are expected to spend time in our headquarter office in downtown Washington D.C. Applicants should reside in

the District of Columbia, Virginia, or Maryland within a reasonable commuter distance to downtown Washington D.C.

If you are interested or would like to refer an external colleague, please send materials (cover letter and resume) to:

Larry L. Robertson

SVP, Chief People Officer

[LRobertson@agb.org](mailto:LRobertson@agb.org)