



JOB DESCRIPTION

Job Title:
Programs Manager

Department:
Content and Programs

Reports to:
Grant Kollet, Sr. Director, Philanthropic
Governance and Foundation Programs

Effective Date:
August 2026

Job Summary:

The programs manager is an integral part of the programs team, supporting the development and execution of in-person conferences, institutes, and other convenings for college, university, and foundation governing boards, presidents, chief executives, and board professionals. The programs manager will work in close collaboration with and under the supervision of the senior programs manager.

Duties/Responsibilities:

- Work with the senior programs manager and other team members to develop project plans and to refine standard operating procedures for the development and delivery of in-person, remote, and hybrid programs.
- Coordinate speaker recruitment, session planning, and provide other support to program faculty in a highly professional manner.
- Manage and help to create program media including slide decks, agendas, background resources, participant biographies and the like.
- Work in collaboration with the marketing and communications team to provide content and information for program Web pages, promotions, other communications, and to build out conference applications.
- Contribute to the delivery of excellent member experience throughout the planning and by coordinating with the event manager.
- Attend the event, staff event sessions as assigned, and assist in the deployment of on-site support staff.
- Manage programs teamwork with other volunteer leadership groups as needed.
- Provide support for other projects and initiatives as directed by the vice president for programs.

Required Skills/Abilities:

- Undergraduate degree; graduate degree preferred.
- Two to three years of experience working in conference /event planning and management. Experience supporting the work of c-suite members and/or boards a preferred.
- Excellent communication skills both oral and written.
- Excellent project management and planning skills with high level attention to detail.
- A proactive approach to work and problem solving.
- Ability to work effectively as part of collaborative project teams.



- Ability to manage multiple responsibilities and 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 to travel.
- Proficiency with MS Office suite of applications required; proficiency with Zoom, Survey Monkey, Smartsheet and other business applications preferred.

AGB is a hybrid workplace. Applicants should reside in the District of Columbia, Virginia, or Maryland and within a reasonable commuting distance to downtown Washington D.C.

This position pays between \$60,000-\$90,000 with a starting point of \$75,000 or below.

To apply, please send CV and cover letter to bbarcheski@agb.org