



## Title: Managing Director of Knowledge

**Location:** This position is primarily remote, with occasional in-person participation at key events, meetings, retreats, and collaborations, the frequency will be determined by varying organizational needs.

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### Organization Overview:

Exponent Philanthropy is the largest philanthropic network in the country and the only membership association that specifically focuses on foundations, families, companies, and individuals who practice philanthropy with lean operations. With more than 1,500 members representing every corner of the U.S., we are a nationwide network of community-connected philanthropy leaders. Since our founding nearly 30 years ago, our work has focused on amplifying and increasing the impact of lean funders and transforming communities through informed giving. We do this by fostering a vibrant philanthropic network, gathering and sharing innovative and promising philanthropic practices, conducting robust field-wide research, and producing dozens of valuable programs, publications, and resources each year to help funders – regardless of their size or structure – make informed decisions, maximize their impact, and effectively serve their communities.

We seek bright, highly collaborative, ethical, intellectually curious colleagues enthusiastic about connecting and serving our members. Our staff members are passionate about [our mission and core values](#) and believe strongly in the power of philanthropy to transform communities. Our team members have an entrepreneurial spirit, strong problem-solving skills, and actively collaborate to achieve individual and shared goals. Our members come from all walks of life and so do we. We are proud to hire great people from a variety of backgrounds because we believe it makes our organization stronger. If you share our values and our enthusiasm, you will find a home at Exponent Philanthropy.

### Position Overview:

Exponent Philanthropy is seeking an innovative leader to fill the newly created role of Managing Director of Knowledge. This position will serve as a key member of the Senior Leadership Team and will lead and refine our knowledge strategy, aligning it with our [2024–2027 Strategic Plan](#). The ideal candidate will have expertise in philanthropy, knowledge management, adult learning, leadership development, research, and thought leadership strategy. The role focuses on:

- **Program Development:** Designing and delivering learning opportunities that equip lean funders with the knowledge tools, resources, and connections that will enhance their philanthropic impact and drive meaningful change in their communities
- **Thought Leadership Strategy:** Driving field-wide thought leadership through research, publications, writing, speaking, and content delivery.
- **Community Building:** Facilitating experiences that lead to meaningful member connections and that foster a healthy, vibrant, and inclusive network of lean funders.
- **Marketing & Communications:** Working closely with the communications team and colleagues across the organization to identify and highlight innovative and promising philanthropic practices, effectively market programs, publications, and resources, and strengthen the Exponent Philanthropy brand.
- **Leadership, Financial Management & People Management:** Leading, developing, and caring for the Knowledge Team and overseeing annual departmental work planning, budgeting, and progress measurement; partnering with the Senior Leadership Team to align the work of the Knowledge Team with the strategic plan; and collaborating with colleagues across the organization to integrate the organization's values and culture throughout the work.

### Essential Responsibilities:

#### Learning & Programs (40%)

- Develop and implement a comprehensive knowledge management strategy that aligns with the Strategic Plan and advances organizational goals and desired outcomes.
- Staff the Programs & Services Committee, effectively engaging volunteer leaders and harnessing their time and talent to advance goals.

- Innovate and partner with a skilled department team of program, research, and content development staff to ensure high-level member engagement, leadership development, and impactful research delivery
- Stay current on industry trends and pursue professional development opportunities that will inspire, grow skills, and advance organizational goals.
- Lead change management initiatives tied to knowledge strategies, including streamlining existing systems and identifying new tools and technologies that will improve operational effectiveness and efficiency.
- Collaborate with all departments to ensure that they can best support the goals of the refreshed strategic plan and Educational Programs can best sustain and grow membership
- Serve as a leader within the organization, engage in strategic planning and conduct long-term research and data analysis projects to drive organizations goals and anticipate emerging trends.

#### **Research, Content Development & Thought Leadership (30%)**

- Develop and implement a comprehensive research and content strategy in collaboration with internal teams that aligns with and advances the Strategic Plan.
- Oversee research, content creation, performance tracking, and ongoing improvements.
- Act as a resource and adviser to the Senior Leadership Team to position Exponent as a field-wide thought leader, including building external partnerships, developing content, and pursuing new initiatives.

#### **Leadership, Financial Management & People Management (20%)**

- Serve as a member of the Senior Leadership Team, aligning departmental goals with organizational strategy, ensuring successful revenue streams and long-term organizational sustainability, and advancing a culture of equity and inclusivity based in our core values.
- Directly manage the Knowledge Team to meet goals while intentionally fostering collaboration and supporting team members' professional growth
- Lead annual departmental planning, budgeting, and measurement and evaluation.
- Work with the Chair of the Program & Services Committee to report regularly to the Board

#### **Equity Learning and Skill Development (10%)**

- Serve as a leader in advancing the organization's equity journey as part of the senior leadership team, shaping strategies and fostering accountability.
- Apply DEI learnings to departmental and organizational processes, with an emphasis on racial equity and disability inclusion.
- Actively participate in diversity, equity, and inclusion (DEI) training and initiatives.
- Guide team members in their equity journeys, fostering equitable practices in all programs and strategies.
- Champion inclusivity by creating and supporting environments where diverse perspectives and experiences are valued and respected.

#### **About the ideal individual:**

We are looking for a strategic and collaborative leader who is

- **Organized:** Skilled at managing complex projects and meeting deadlines.
- **Collaborative:** Builds strong relationships across teams and with stakeholders.
- **Curious:** Committed to learning, understanding, and continually improving.
- **Creative:** Explores new ideas and ways of working.
- **Ethical:** Maintains confidentiality and inspires trust.
- **Goal-Oriented:** Drives results with a focus on quality and measurable outcomes.
- **Inclusive:** Embraces diversity and fosters an environment where all voices are heard and valued.

Preferred skills and attributes include:

- A bachelor's degree (master's preferred) or equivalent experience.
- 7+ years of work experience with steadily increasing responsibility.
- Expertise in knowledge management, program development, and change management.
- Strong project, budget, and people management skills.
- Exceptional communication, presentation, and influencing abilities.
- A commitment to advancing diversity, equity, and inclusion.
- A creative, collaborative, and optimistic attitude.
- Commitment to Exponent Philanthropy's vision, mission, goals, and values.

- Experience negotiating contracts.
- Experience in non-profit, philanthropic, and/or membership organizations.

### **Compensation:**

This full-time exempt position reports to the Chief Executive Officer and will be compensated in the \$135,000 to \$150,000 salary range. Exponent Philanthropy provides its employees with a highly competitive benefits package designed to support the health and well-being of our staff, including comprehensive healthcare (medical, dental, vision, and disability), 401k, generous leave and periods of collective rest, professional development, and more.

### **How to Apply:**

Please send your cover letter and resume to: [hr@exponentphilanthropy.org](mailto:hr@exponentphilanthropy.org) with the subject: *EP Managing Director of Knowledge Application*.

Applications will be reviewed on a rolling basis, with priority given to submissions received by February 28, 2025. To request reasonable accommodation to participate in the job application or interview process, contact, Kelly Störmer – [hr@exponentphilanthropy.org](mailto:hr@exponentphilanthropy.org).

Exponent Philanthropy is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.