

**Part-Time Coordinator  
for T.O.P.  
a Feminist Lecture Series and Learning Community**

TOP seeks an energetic, innovative, caring Coordinator to help us reach new audiences, grow our funding base, and ensure the ongoing success of our lecture series and women's learning community.

**Organizational Profile**

TOP's mission is to provide fall and spring lecture series within a feminist learning community that supports and encourages women to reach their full potential. TOP is not a religious organization; the name, Theological Opportunities Program, derives from our birthplace, Harvard Divinity School, in the 1970s when the place of women in organized religion was a leading feminist concern. Today the topics for our lectures and discussions derive from the issues most pertinent to the women who attend our planning sessions and include interpersonal, community, economic, environmental, parenting and political concerns. (Review the lecture topics of the past several years and learn more about us at our website: [www.theologicalopportunitiesprogram.org](http://www.theologicalopportunitiesprogram.org))

For the past five of our 36 years, TOP has been a 501(c)(3) organization independent of Harvard University. We have an annual budget of approximately \$35,000 and depend upon admission fees from the lecture series and charitable donations.

**Position Summary**

The Coordinator reports to TOP's Advisory Committee and Board. S/he ensures the current lecture series runs smoothly; mentors the volunteers planning future series; supports community members; raises funds; and is ultimately responsible for growing the organization and securing its future.

The ideal candidate will have a track record of managing a nonprofit or organization of similar size and complexity or be an up-and-comer with experience in doing comparable work and in fundraising of various types. The Coordinator works cooperatively with TOP volunteers in a feminist environment.

As an innovative and strategic thinker the Coordinator will also seek to broaden TOP's constituency, welcoming a greater number and wider diversity of participants into our community.

**Location**

The lecture series and committee meetings during the series take place on Thursdays in the University Lutheran Church lecture hall in Harvard Square, Cambridge, Massachusetts. On other days, the Coordinator works from home with informal meetings and support groups there or in the homes of volunteers.

## **Role and Responsibilities of the Coordinator**

- 1) Ensuring the success of the two annual lecture series and the planning for future series
- 2) Developing and implementing TOP's outreach efforts to increase our funding and our attendance
- 3) Mentoring volunteers and nurturing TOP's participants
- 4) Enhancing the organization's long-term viability
- 5) Maintaining our feminist perspective and approach

Specific duties entail:

- Facilitating the planning process with the Advisory Committee, recruiting speakers and presenting the lectures
- Coordinating with speakers and venue
- Recruiting front desk volunteers and managing the registration process
- Managing TOP finances and records
- Maintaining databases
- Recording planning process, producing and mailing flyer for each series
- Overseeing our website; improving our web presence to educate and attract more women
- Managing relationships with constituent groups including the TOP Board, Advisory Committee, participants, speakers, women's groups
- Attracting new attendees of differing age, socio-economic and racial groups
- Building successful long-term fundraising relationships with new potential donors, foundations and other grant-making institutions
- Deepening relationships with Harvard University and other institutions; creating joint projects as beneficial
- Planning and overseeing fundraising and recruitment events
- Creating written materials, including newsletters, appeals, web site content, and public outreach
- Promoting and growing collaborations with other organizations sharing our aims
- Running day-to-day operations in an effective, flexible, collaborative style that supports recruitment and retention of participants, volunteers and service providers
- Facilitating strategic planning sessions at least annually
- Safeguarding the mission, and nourishing the soul of TOP

## **Attitudes, Attributes and Work Style**

- Strong feminist principles
- Commitment to feminism, social justice and the environment
- Knowledge of women's issues and the feminist community
- Ability to work independently and enthusiasm for collaboration in a non-patriarchal

environment

- At ease with diversity of age, political views, faiths, and style; patient, with an ability to maintain a non-judgmental environment
- Excellent communication skills, including writing, personal, public speaking and listening skills
- Ability to cultivate, solicit, and steward donors and prospective donors, speakers and prospective speakers
- Computer proficiency, including website and database management along with willingness to learn new applications as needed
- Ability to think creatively about new ways to increase attendance and funds
- Flexible working style, willing to give and take, willing to flex to all the tasks needed
- Highly organized, self-motivated and able to manage multiple and complex tasks
- Organized and diligent about record-keeping and administration while setting and meeting deadlines
- Comfortable in a low budget, "everyone pitches in" environment

### **Compensation and Benefits**

**Hours:** Part-time, averaging approximately 20 hours per week. Needs to be available in Harvard Square from 9am to 4pm for the 10 Thursdays of each lecture series, and at home or the homes of volunteers on other Thursdays. Other hours are flexible. Hours required will fluctuate based on whether the lecture series is in session or not.

**Salary:** Employed on a contract basis at \$13,500 per year

**Vacation:** 4 consecutive weeks vacation over summer and 4 consecutive weeks including Christmas and New Year over winter

**Application Deadline:** 31 March 2010, or until filled

**Date of Commencement of Position:** 1st August 2010

**To Apply:** Email resume and cover letter to [TOPWebMs@gmail.com](mailto:TOPWebMs@gmail.com)

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