POSITION DESCRIPTION

Title: Program Coordinator

Department: Programs

Reports to: Director of Programs

Classification: Full-Time, Exempt

Summary: Truman Center for National Policy and Truman National Security Project seek a Program Coordinator to assist in providing strong, smart, principled policy ideas to policymakers, political professionals, and leaders inside Washington and across the country.

Our ideal candidate will be a creative, enthusiastic policy generalist with some experience in non-profit program coordination, project management, and grant writing. They will be able to identify and pull together groups of experts from inside and outside the Truman community on a range of regional and functional issues to collect and synthesize the strongest policy ideas from the Truman membership, and then package them for external audiences.

KEY RESPONSIBILITIES:

● Organize logistics for events and meetings for groups of experts within and outside the Truman community to produce ideas on a range of national security issues;
● Support the day-to-day operations of Truman Expert Groups, and work closely with the Director of Programs to ensure each group and group leadership is aligned with programming and activities across the organization;
● Produce written materials that synthesize ideas from events and other programming, conduct research for prospective new grants, write policy materials, draft grant proposals, and provide policy background for policy and communications products;
● Collaborate with colleagues and senior staff to develop and implement innovative programming to move policy ideas into reality;
• Work across teams to ensure grant activities are on schedule, that metrics are being tracked and logged in Salesforce, and that the relevant grant reports for our funders are ready and drafted on time, as required;
• Work closely with the development team to track correspondence and tasks related to major gifts and corporate giving;
• Serve as a liaison and Truman representative at internal and external meetings, and establish and maintain partnerships within and beyond the organization to advance the Truman mission.

REQUIREMENTS:
Successful candidates will have a combination of:

• Bachelor’s degree in a field related to national security or defense issues, with a minimum of two years of experience in non-profit program coordination, project management, and grant writing;
• Excellent written and verbal communications skills, with an ability to produce high quality work quickly and consistently;
• Must be organized, with strong attention to detail, ability to successfully plan and execute activities across several lines of programming;
• Demonstrated experience and interest working at the intersection of policy and politics;
• Willingness to work long hours including nights and weekends, some travel possible;
• Ability to work effectively remotely, as telework is likely through the end of 2020;
• Strong interpersonal skills;
• Entrepreneurial and innovative, constantly looking for ways to improve systems;
• Proficient using the Web to conduct research, as well as with the latest versions of Microsoft Word, Excel, PowerPoint;
• Personable, resourceful, team player, passionate for national security and foreign policy; and
• Deep commitment to Truman values and enthusiasm for advancing strong, progressive national security policies.

PREFERRED:
• Bachelor’s degree;
• Experience with mass email programs and CRMs (Salesforce database experience a strong plus);
• Grant writing experience;
• Existing knowledge of think tanks, Capitol Hill, or Executive Branch;
- Customer discovery, user-centered design, or other innovation methodology interest or expertise.

**Please note:** This role is best suited for a policy generalist and is not a research-focused role.

**Start Date:**
Immediately.

**Location:**
Washington, D.C.

**Compensation:**
Salary range $38,000-43,000, commensurate with experience. Competitive benefits.

**To Apply:**
Send a cover letter, resume, 1-2 page writing sample and three references to jobs@trumancnp.org.

Please visit our websites: [www.trumanproject.org](http://www.trumanproject.org) and [www.trumancenter.org](http://www.trumancenter.org) before applying. We are unable to accept phone calls regarding this role.

*Truman Center and Truman National Security Project are equal opportunity employers with a strong commitment to diversity. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. We strongly encourage people of color, transgender, and non-binary people to apply.*