

CEA is looking for a Programme Manager to lead our Community Building Grants (CBG) programme, which currently provides over \$1M/year in support to local EA group leaders.

Local groups are one of the most compelling and high-fidelity ways to introduce people to EA ideas and keep them engaged. We currently think that funding full-time organisers in key locations is one of the best ways to increase the impact of local groups: we've found that this practice can significantly bolster key groups like EA Oxford, EA Stanford, and EA London. However, over half of our priority locations still don't have full-time organisers, and our current grantees would be happier and more effective if they had more advice and support.

We need your help to change that. In this role, you will:

- Run active searches for new organisers. Last year, we ran hiring rounds to find grantees in NYC and Cambridge: we think that this approach allows us to find strong candidates, and to improve the trajectory of groups in key locations.
- Improve the programme to make it a more appealing career path, e.g. by clarifying success conditions for renewal grants, offering opportunities to progress to more senior community building positions, and helping organisers find mentorship and 1:1 support.

In this role, you will be responsible for developing this active support for grantees, and for recruiting full-time organisers in our key locations. We think that this will be critical to EA's long-term success.

If you have any questions, please reach out to [Joan Gass](#) (Managing Director).

About the role

You will primarily focus on city and national groups, but you also will work with other team members to make grants to university groups. You will focus on locations that are particularly important because they have high numbers of highly-engaged EA community members, because they are at universities with a track record of producing top researchers and leaders, or because they are in emerging locations that could host especially strong EA communities.

You will:

- Redesign the programme to make it attractive to excellent community builders and supportive of current grantees.
- Source high-quality applications via (location-specific) application rounds, working with local group leaders when groups already exist in these locations.
- Evaluate applications, and develop our assessment processes.
- Communicate clearly with applicants, e.g. about active applications or conditions for renewed funding.
- Provide 1:1 support to the organisers of city and national groups.

About you

You might be a good fit if:

- You are a strong programme manager, able to clarify competing goals, prioritize among those goals, and execute autonomously and reliably on those goals.
- You are able to identify, recruit, and reliably assess strong potential group organisers from a variety of backgrounds.
- You are a careful thinker and can communicate your reasoning articulately, [transparently](#), and considerately.
- You want to take ownership and proactively think through how to accomplish the programme's goals, instead of merely reacting to incoming funding applications.

Preferred, but not required:

- You are familiar with the work of various city and national groups. You have detailed views on what constitutes good work in those contexts, and how you would like city and national groups to develop over the coming years.
- You have experience as a manager and/or coach.

Salary, Benefits, and Location

This is a full-time role, reporting to [Joan Gass](#), Managing Director. We prefer applicants who are able to work from our headquarters in Oxford, UK, but we will consider remote work for strong candidates.

We're open to hiring a junior candidate for this role, or a more experienced candidate. The starting salary range in Oxford is £45-51k for a more junior version of the role, and £54-65k for a more senior version (if the applicant has substantial relevant experience). Salaries for candidates who prefer to work remotely will be decided based on location and experience. Benefits include health, dental, and vision insurance, flexible work hours, a £1,000 annual training budget, extended parental leave, ergonomic equipment, 3% pension contribution, 25 days of paid vacation, and more.

Application Process

We will consider applications as we receive them. We would prefer to find someone able to start as soon as possible (e.g. June 2021).

After considering your application, we will invite promising candidates to complete a short trial task followed by further interviews. We will invite finalists to provide references and participate in a multi-day paid work trial.

We are happy to consider applicants from outside the UK, and we may consider visa sponsorship if needed.

CEA serves a global community, and our team works with people and organisations all over the world. We are committed to fostering a culture of inclusion, and we encourage individuals with diverse backgrounds and experiences to apply. We are an equal opportunity employer. If you need assistance or an accommodation due to a disability, or have any other questions about applying, please contact caitlin@centreforeffectivealtruism.org.