

GIVINGTUESDAY

GivingTuesday is a global generosity movement, unleashing the power of people and organizations to transform their communities. It is also the name of the nucleus organization that supports a global community of movement leaders in 110+ countries; cause and community campaigns; and many millions of people all over the world committed to inspiring and manifesting generosity in the world.

Our organization's international strategy focuses on developing and supporting country leaders who strengthen local generosity infrastructure, democratize philanthropy, and grow a culture of giving, generosity, other altruistic behaviors, and robust civic participation at all levels of society, especially the grassroots. This includes sharing best practices and tools across our network, as well as learning from and supporting country leaders with their own context-specific strategies to activate diverse communities and partners throughout the year. We bolster these movement leaders and foster innovation through several Global Hubs (each with their own in-region support teams) throughout the world, as well as via the backbone global learning and innovation team.

Role Summary

We're seeking a **Global Community Coordinator** to bridge and support our global community infrastructure across our Hubs and global teams. The person in this role will directly support a portfolio of GivingTuesday leaders worldwide, with a particular focus on new and emerging leaders who need foundational coaching and resources. They'll work closely with regional directors and local coaches, facilitating collaboration and building community across the GivingTuesday global network. An ideal candidate will come with ideas, energy, and strategies to promote consistency, knowledge-sharing, and high-quality support across our global network.

Key Responsibilities

Coach Coordination & Support

- Serve as the primary coordination point for regional coaches, facilitating regular communication, knowledge-sharing, and alignment

- Organize and lead internal team calls with regional coaches to identify, collect, and share best practices, troubleshoot challenges, and ensure consistent support quality across regions
- Support coaches in their work with local GivingTuesday leaders through resources, guidance, and problem-solving
- Develop and manage the systems to track updates, leader challenges/experiences, and campaigns across coaches and Hubs to enhance our ability to support our community as a global movement
- Support coaches, Hubs, and country leaders on identifying and developing new program ideas and business development opportunities around key trends and themes visible across countries and regions
- Support the Global team on program execution and coordination with the coaches and Hub teams

GivingTuesday Leader Direct Coaching and Development

- Provide direct coaching to a portfolio of GivingTuesday country leaders, helping them build capacity to run effective local campaigns on GivingTuesday the day and throughout the year. In particular, this portfolio will include new or beginner-stage country leaders and leaders located in non-Hub territories.
- Work with the global team and curriculum specialist on redesigning the leader onboarding experience, to better support leader learning and engagement.
- Enhance and oversee the new country leader onboarding experience, including ensuring all agreements are completed and that leaders are added to the relevant accounts, trackers, internal systems and tools across Global and Hub teams
- Respond to ad hoc leader requests, inbound inquiries to the global email, and provide recommendations and connections, as needed

GivingTuesday Leader Direct Coaching and Development

- Provide direct coaching to a portfolio of GivingTuesday country leaders, helping them build capacity to run effective local campaigns on GivingTuesday the day and throughout the year. In particular, this portfolio will include new or beginner-stage country leaders and leaders located in non-Hub territories.
- Work with the global team and curriculum specialist on redesigning the leader onboarding experience, to better support leader learning and engagement.
- Enhance and oversee the new country leader onboarding experience, including ensuring all agreements are completed and that leaders are added to the relevant accounts, trackers, internal systems and tools across Global and Hub teams
- Respond to ad hoc leader requests, inbound inquiries to the global email, and provide recommendations and connections, as needed

Community Management

- Build and nurture community in WhatsApp group(s), fostering peer-to-peer connection, learning, and support among leaders
- Develop and execute a global community call strategy, including curation of topics, speakers, and overseeing the execution and facilitation of calls and sessions
- Create opportunities for leaders to learn from one another and feel connected to the global movement
- Support the wider Global Team on curating and implementing a multi-day virtual leader Summit/online community event in 2026
- Provide timely feedback and ideas to enhance community calls and communications

Systems & Administration

- Redesign, manage and maintain the leader directory; ensure accurate and up-to-date information and systems that encourage connection
- Connect leaders with the resources they need and help them navigate available support systems
- Oversee existing resources and tools to make sure they are accessible, consistent, and up-to-date
- Coordinate any translation and localization of tools

Qualifications

- 3-5+ years of experience in community management or coaching/training, ideally in an NGO/nonprofit or social impact sector
- Strong community management and communication skills, with experience building and engaging communities online with members based in multiple locations
- Ability to work and thrive in a fast-paced, collaborative, virtual work space across multiple time zones and coordinating with distributed teams
- Excellent organizational skills with ability to manage multiple priorities and stakeholders
- Strong ownership and accountability-- able to roll-up your sleeves and make things happen
- Comfort with digital tools and platforms
- Fluency in English (written and verbal) is a must; fluency/proficiency in another language is a bonus
- Keen understanding of the GivingTuesday movement or similar grassroots, decentralized networks

To apply: To apply, please submit your CV along with a cover letter that highlights your most relevant community management or coaching/training to global.team@givingtuesday.org.

We want to hear from you, in your own words. Submissions that reflect your personal perspective will stand out more than those written by AI tools.

Please note that this is a consultant role and that the contract will be with GivingTuesday, a US 501(c)(3) organization. The role requires availability during hours that overlap with the CST time zone to ensure effective collaboration with your manager in Asia. We are open to candidates located anywhere in the world who can accommodate this requirement.