

# Position Description – Program Associate

## Position Description

Evaluates, manages, and tracks all grant proposals, and grantee reporting. Supports program team with administrative and programmatic tasks related to the Foundation's scholarship administration, grantmaking process, and community leadership initiatives. This position also provides administrative support for the Foundation and aids in special projects, as needed.

## Duties

### Grantmaking

Provides project management support for the scholarship and quarterly grantmaking process, including but not limited to:

- Works closely with grantees and scholarship applicants to gather required due diligence materials, and review applications for completeness and compliance with guidelines.
- Conducts initial review of grant and scholarship applications prior to assigning to volunteer committees for evaluation.
- Provides updates to program officers on the progress of grant and scholarship applications.
- Assists with the preparation, review and approval of applications.

### Grant and Scholarship Maintenance

- Reviews and maintains accurate and complete database files.
- Provides administrative support of scholarship programs, including processing applications, and communicating with students, high schools, and college financial aid offices.
- Assists the program team and volunteer evaluation committees as needed.

### Other Program Team Responsibilities

- Provides administrative support to the Program Director, specifically with youth programs (F.I.S.T. youth pod) and Leadership Development activities.
- Assists with the planning, organization, and management of Donor Services, Leadership Development training, and other Foundation events.
- Provides administrative support to Foundation communications including, email newsletters, posting on the Foundation's social media sites and writing content for the Foundation's website.
- Participates in weekly team staff meetings.

### Office Administration

- Provides administrative, logistical, and database platform management.
- Serves as back up for telephone coverage and other office administrative tasks, as needed.
- Works to enhance and improve grant and administration processes.
- Assists with office-wide special projects, as needed.

### Other, valued qualifications include:

- Flexibility to changing timelines, demands.
- Outstanding project and time management skills.
- Ability to anticipate issues and act accordingly.
- Exceptional people skills.
- Excellent written and verbal communication skills.
- Strong analytical skills (financial or business analysis skills in the nonprofit world preferred).

- High attention to detail.
- Strong computer skills with ability in Microsoft Office 365 Suite programs
- Experience with cloud-based database systems, Foundant SLM and GLM experience welcomed.
- Ability to multitask and work independently and collaboratively to meet deadlines.
- Professional, friendly, dependable, and highly motivated individual with a can-do attitude.

An Associate's or Vocational Degree is needed. A Bachelor's Degree is preferred. Candidates should have a minimum of 1-3 years of professional work experience, with some knowledge or background in nonprofits or grantmaking. Knowledge of and/or participation in community foundations is an advantage.

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Status: Full Time, 35 hours a week

Exempt Employee

Salary: Hourly wage commensurate with experience and terms of offer (\$20/hr-\$22/hr)

Hours: 8:30 a.m. – 4:30 p.m. Monday through Friday with schedule to be coordinated with other staff to ensure continuous office coverage. Some occasional early morning, night and weekend work may be scheduled in advance within the 35-hour work week.

Reports to: Vice-President of Programs