Archstone Foundation is currently seeking a Program Associate. Résumés and cover letters should be sent to the attention of Connie Peña, cpena@archstone.org.

GENERAL DESCRIPTION

Reporting to the Vice President, the Program Associate will support the grantmaking program of Archstone Foundation by conducting analysis and research of Letters of Inquiry (LOI) and grant proposals, performing due diligence, and providing analytical and research support. The Program Associate monitors grants through review of interim reports and analysis of evaluations to ensure programmatic objectives are achieved. The Program Associate works with grantees and other community organizations to identify additional areas for potential funding, and provides technical assistance as needed. The Program Associate will conduct various special projects and provide assistance on communication products to build a strong public image of the Foundation.

DUTIES/RESPONSIBILITIES

Program Support

1. Assist the Program Officer(s) with administration of grant programs;
   a. Aging in Community;
   b. Depression in Late-Life;
   c. Caregiving;
   d. Workforce; and
   e. Responsive Grantmaking;
2. Maintain a working knowledge of the field of aging and giving guidelines;
3. Respond to inquiries regarding grantmaking policies, procedures, and declines;
4. Review grant proposals and perform due diligence to determine whether the grant meets the Foundation’s objectives;
5. Provide summaries of application proposals and make recommendations to the Program Officer(s) whether to pursue the applicant as a potential grantee;
6. Compile information specific to grant proposal: review applications, collect background information, and conduct additional research specific to grant proposal (e.g., Internet, associations, philanthropy);
7. Synthesize research and documentation, and prepare proposal summaries with minimum supervision;
8. Facilitate grant monitoring: review interim reports, follow-up with grantee to obtain additional information, ensure grantee compliance with contractual agreement, and provide status reports, which may include recommendations for next steps;
9. Prepare quarterly progress reports of grant activities for the Board;
10. Assist the Program Officer(s) with the development of requests for proposals and new funding initiatives;
11. Coordinate site visits to prospective and current grantees;
12. Prepare grant close out evaluations for grants as they reach completion;
Program Associate

Position Description - continued

13. Collaborate with grantees to provide technical assistance regarding program development, funding priorities, service delivery, financing, and evaluation of existing grants;
14. Input data accurately into the grants management system;
15. Produce reports from the grant management system as needed;
16. Initiate and complete research needed for special projects;
17. Assist with the preparation of Board and Committee meeting information packets; and
18. Complete special projects as assigned.

Communications Support

1. Assist with communication activities for the Foundation, including, press releases, annual reports, newsletters, publications, and other communication products;
2. Prepares written materials and is responsible for proofreading and accuracy of own work;
3. Coordinates communication activities with outside communication vendors and public relations groups;
4. Assists in updating and enhancing the Foundation’s website to improve grant making process and communications activities; and
5. Completes communications-related research and special projects as assigned.

QUALIFICATIONS: The individual shall have excellent communication and organizational skills, the ability to work independently, the ability to multitask and shall be proficient in Microsoft Office applications (i.e., Word, Excel, PowerPoint, Outlook, Access, and Internet applications). The individual shall also possess a strong work ethic, high energy level, and a sincere dedication to the Foundation’s mission.

MINIMUM EXPERIENCE:
- A minimum of two years of experience as a practitioner or funder in the field of aging and/or health programs;
- Ability to operate within a deadline-orientated environment;
- Excellent written and verbal skills;
- Knowledge of databases;
- Good interpersonal and communication skills to effectively interact with co-workers, prospective grantees, Board members, and the general public; and
- Ability to work collaboratively with a team.

MINIMUM EDUCATION:
- Advanced degree in a field relevant to health and aging is preferred (e.g., Public Health, Social Work, Gerontology, Public Administration, etc.).

SALARY: $55,000 plus benefits.