



## ARCHSTONE FOUNDATION

### **JOB TITLE: PROGRAM ASSOCIATE**

**GENERAL DESCRIPTION:** Reporting to the Vice President of Programs, the Program Associate works collaboratively with other Foundation team members to provide support to the Program Team. The Program Associate will conduct various special research projects for the President and CEO. Within the Program Team, the Program Associate will develop grant-making strategies and will oversee a small portfolio of grants related to *Technology* (i.e., health information exchange) to help achieve the Foundation's mission. The Program Associate is responsible for reviewing proposals submitted for consideration, conducting site visits, monitoring grant progress, and representing the Foundation on committees and at public meetings. The Program Associate works with grantees and other community organizations to identify additional areas for potential funding, provides technical assistance as needed, and assists on communication products to build a strong public image of the Foundation.

### **PRIMARY RESPONSIBILITIES:**

#### Program Team Support.

1. Assist the Program Team with administration of grant programs;
2. Maintain a working knowledge of the field of aging and giving guidelines;
3. Respond to inquiries regarding grantmaking policies, procedures, and declines;
4. Respond to inquiries by telephone, e-mail, and site visits;
5. Review and assess solicited and unsolicited proposals;
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. Prepare and present written proposal summaries with recommendations to the Board of Directors;
8. Share information about grantmaking programs via the Foundation's social media;
9. Monitor progress of grantees to assist in their success in achieving key objectives;
10. Provide review of progress and evaluation reports in the grants management system (including: no-cost extensions, carry forwards, and budget revisions);
11. Input data accurately into the grants management system and produce reports, as needed;
12. Prepare grant close out evaluations for grants as they reach completion;
13. Maintain personal contact with grantees and relations with other foundations;
14. Serve as the primary contact resolving grant-related issues for assigned projects;
15. Provide technical assistance to applicants and grantees as needed;
16. Assist the Vice President of Programs and Program Officer(s) with the development of requests for proposals and new funding initiatives;
17. Work collaboratively with the Program Officer(s) on specified projects and tasks;
18. Foster and develop strategic alliances, partnerships, and/or collaborations with other non-profit, public, or government agencies; and
19. Perform related duties and assignments as required.

Strategic Planning. Work in partnership with the Program Team and other Foundation colleagues to develop and implement strategies to achieve specific short-term and long-term outcomes for a specific program focus area. Collaborate with the Program Team to continuously evaluate and refine defined strategies for defined program areas.

Grant Development. Identify and develop grants aligned with program focus areas that lead to achievement of specific outcome goals. Serve as grant lead on a small portfolio of grants, related to the Foundation's strategic grantmaking portfolio of *Technology*, which includes working with community organizations, completing pre-grant due diligence, and preparing written grant proposal summaries.

Grant Monitoring. Manage a portfolio of active grants, related to the *Technology* portfolio, including tracking grant milestones, reviewing grant reports for performance against outcomes, and authorizing grant payments. Partner with grantees and other stakeholders to identify and resolve challenges in projects to ensure achievement of stated objectives and outcomes.

Reports and Communications. Prepare reports and presentations updating the Program Team, President and CEO, Board of Directors, and external stakeholders on program area performance.

Content Expert. Serve as content expert in grant portfolio area, including organizing and synthesizing supporting data and new findings for the Program Team, Foundation leadership and external stakeholders. Participate in conferences, seminars, and other professional development activities to maintain and enhance expertise. Organize and/or participate in professional presentations to update the community and the field about the Foundation's work.

Teamwork. Contribute to and participate in Foundation activities through use of a team approach and carry out other responsibilities as determined by Foundation leadership.

Collaboration. Initiate and/or develop projects in cooperation with nonprofit organizations, government agencies, or collaborations where the project appears to have shared interest with the Foundation's mission and programmatic priorities. Work with thought leaders to better understand issues and develop strategic partnerships to further the Foundation's mission.

#### Special Projects Support.

Working with the President and CEO, the Program Associate will:

1. Conduct research and data visualization working closely with the President and CEO to understand the larger grantmaking context and landscape;
2. Prepare written materials and is responsible for proofreading and accuracy of own work;
3. Present work to President and CEO and Board of Directors, as requested;
4. Translate findings for various audiences, including staff and Board, grantees, stakeholders, and social media; and
5. Complete communications-related research and special projects as assigned.

**QUALIFICATIONS:** The individual shall be a creative and analytical thinker, innovative and pragmatic with a high degree of receptivity to other fields and new ideas. 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, and Teams). Knowledge of Salesforce and social media platforms (Twitter and LinkedIn) a plus. 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, funder, or policy analyst in the field of aging and/or health programs;
- Excellent written and verbal skills;
- Excellent analytical skills and the ability to analyze budgets, financial statements, and balance sheets;
- Exceptional interpersonal and social skills to work with co-workers, prospective grantees, Board members, and the general public; ability to work sensitively with a variety of community and cultural groups;
- Understanding of private philanthropy's role in the community and a familiarity with non-profit organizations; and
- Ability to operate within a deadline-orientated and fast-paced environment.

**MINIMUM EDUCATION:**

- Advanced degree in a field relevant to health, aging, or business is preferred (e.g., Public Health, Social Work, Gerontology, Public Administration, Business, Information Technology, etc.).

**EQUAL OPPORTUNITY EMPLOYER STATEMENT:**

Archstone Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization. Archstone Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

**SALARY:**

\$75,000 plus an excellent benefits package, including 403(b) retirement plan with match, zero-premium individual medical, dental, vision, long term disability insurance, parking, and mileage.

**TO APPLY:**

Please remit a resume and cover letter via e-mail attention to:

Laura Rath  
Archstone Foundation  
[archstone@archstone.org](mailto:archstone@archstone.org)