



THE COMMUNITY FOUNDATION

POSITION: Program Associate

REPORTS TO: Vice President, Community Programs

DESCRIPTION:

Rochester Area Community Foundation one of the largest foundations in upstate New York, is looking for a Program Associate. The Community Foundation utilizes its extensive knowledge of the Rochester community and its expertise in the operations and capacities of nonprofits to provide millions of dollars in grants annually to our region's organizations. The Foundation also works with an array of supporting foundations and advisory committees in pursuit of its mission to strengthen our region through philanthropy. This brand new role will focus on the relationship between the Foundation, its supporting foundations, and advisory committees. The ideal candidate brings an optimistic belief in our capacity to work with partners to catalyze positive and enduring systemic change. Along with a belief in our vision, the ideal candidate has strong leadership skills and a facility with people, values the contributions of mission-driven volunteers, is organized and detail-oriented, able to manage multiple projects, and a contributor to positive team culture. The candidate will serve as a resource to our partnering advisory committees and supporting foundations to assist them in making impactful grants that improve our region.

The work of the Community Programs department is organized around two goals: strengthening our region's vitality and creating an equitable community. To achieve these goals, we make grants and engage in community leadership. The department engages with supporting foundations and advisory committees, including:

- The Joan and Harold Feinbloom Supporting Foundation, Inc.
- Helen L. Morris Charitable Foundation
- Bullis Fund
- Marshall Fund
- Wayne County Community Endowment
- John F. Wegman Fund
- Yates Community Endowment

JOB PROFILE

The Program Associate will focus primarily on managing the Community Foundation's relationship with supporting foundations and advisory committees. Because this is a new role, initially the Program Associate will focus on working alongside staff members who currently have this responsibility. Eventually, responsibilities for managing the committees will reside primarily with the Program Associate. The Program Associate will then play a leading role serving as a resource for the committees and foundations and guiding their grantmaking. Where appropriate, the Associate will work to align committee/supporting foundation grantmaking with the strategic framework of the Community Foundation.



Additional responsibilities include:

- *Grantmaking* – accepting, acknowledging, and processing applications for the assigned advisory committees and supporting foundations; preparing recommendations to the Community Foundation Board of Directors; managing all grant-related processes (i.e., preparation of grant agreements, terms and conditions, final report terms, payment, etc.); processing, tracking and following up on final reports, as needed.
- *Internal and External Resource* - maintaining a high level of expertise about the priorities and expectations of the assigned supporting foundations/advisory committees. Serve as a general resource and educator for Community Foundation staff, Board, grantees, and the community.
- *Program Monitoring and Learning* – working along with the Senior Director, Community Programs to develop a methodology for evaluation that can be shared with each respective supporting foundation/advisory committee as requested; providing critical assessment and reflection on portfolios in order to recommend adjustments in strategies and tactics for foundations/committees; frequent research and learning from other community foundations, partners and the foundations/committees themselves to identify best practices and new opportunities for the work of the Community Foundation.
- *Committee Support* – Scheduling and hosting meetings, preparing meeting materials, and creating meeting agendas; representing the Community Foundation at the assigned meetings of the committees; ensuring that committee/foundation membership adheres to requirements for organizational representation; informing supporting foundations/advisory committees on available balances for grantmaking.
- *Communications Support* – assisting other departments in meeting their goals for communicating needs, funding opportunities, and accomplishments to Community Foundation grant-seekers, donors, and partners; contributing to the preparation of the quarterly *Grantmaking News You Can Use* to advertise application deadlines; fielding inquiries from grantees regarding grantmaking; serving as a conduit to share vital information between each advisory committee/supporting foundation and the Community Foundation.

Given the dynamic nature of the Community Foundation's work, the job will inevitably grow and change over time. There will be other duties as assigned by the Vice President for Community Programs. The Program Associate's recommendations for these changes, additional duties, and participation in their implementation will be valued.

CANDIDATE PROFILE

Strong interpersonal skills and a capacity to work with people from all backgrounds are essential for this position. A candidate should also be creative and collaborative; possess outstanding oral and written communication skills; and demonstrate planning and analytical ability. Experience facilitating meetings is critical as is facility with technology, including a willingness to engage new or unfamiliar software. Candidate should possess grantmaking and/or grant seeking experience or aptitude. Candidate must be flexible and adaptive and able to handle multiple tasks simultaneously. A self-starter with a keen desire for excellence and accuracy is desired. Candidate should be passionate and mission-driven and willing to invest the time to execute the mission. Must be able to work evenings and weekends as needed.

Travel for the position is primarily local. Must have reliable transportation and driver's license in good standing.

MINIMUM EXPERIENCE

Demonstrated experience managing boards of directors or other high level, mission-driven volunteers. At least five years' professional experience in nonprofit voluntary agencies, social services, government, or other arenas directly related to the Community Foundation's work. A bachelor's degree in an appropriate discipline is preferred; a candidate with relevant experience will be considered.

COMPENSATION

Competitive with standard Community Foundation benefits.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

**ROCHESTER AREA COMMUNITY FOUNDATION
IS AN EQUAL OPPORTUNITY EMPLOYER**

To Apply:

By **July 10, 2018**, send a cover letter and resume, preferably by mail (postmarked by July 10, 2018) to Program Associate Opening, Rochester Area Community Foundation, Attn: Human Resources, 500 East Avenue, Rochester, NY 14607 or RACF-ProgramAssociate@racf.org.

NO PHONE CALLS, PLEASE.