Job Opening: Program Assistant · New York City

Position Summary

Stonewall Community Foundation, a prolific funder of LGBTQ causes, is seeking a passionate, focused, and resourceful individual to join our programmatic work. Partnering closely with and reporting to our Program Manager, the Program Assistant will provide crucial administrative support for Stonewall's grant, scholarship, and capacity building programs, and coordinate exciting events for Quarter Share, an initiative to develop younger leaders in community philanthropy. The work of the Program Assistant will have a tangible impact on the effectiveness, accessibility, and overall value of Stonewall's programs. Likewise, their duties will directly link to and bolster Stonewall's fundraising and communications efforts, ensuring mission continuity and organizational success.

This position is full-time, exempt, and will require some evening work, e.g., staffing events and attending committee and board meetings, generally not exceeding two or three times a month. Stonewall staff are primarily working remote, which is anticipated to extend through Summer 2022. While a return date to in-office work is not set, the outlook is that, once that happens, the typical schedule will ask staff to be in office just two days per week, with the option for more days as each individual sees fit. All staff, however, are expected to reside in the NYC area and, apart from planned travel or time off, should maintain reasonable availability in the city throughout the workweek.

Work Areas and Key Responsibilities

Grants and Scholarships

- Responding to and tracking funding inquiries made by phone and email
- Reviewing and publishing grant application materials, e.g., announcements and RFPs
- Vetting and organizing funding applications, including scholarship and microgrant requests
- Helping schedule and prepare for and participating in grants committee meetings
- Sending funding declinations and organizing feedback sessions as needed
- Inputting all grant and scholarship applications for payment processing
- Collecting, organizing, and synthesizing reports and data from grantee partners
- Scheduling intro meetings, check-ins, and site visits with grantee partners
- Helping identify meaningful supplementary ways to advance the work we fund

Education Programs and Events

- Helping conceive and create events that effectively address learning needs and interests of Stonewall stakeholders, including fund and grantee partners, nonprofit leaders, and donors
- Working with the Quarter Share Leadership Council and Stonewall's Communications and Engagement Manager to curate, coordinate, and execute dynamic and generally small-scale social, cultural, or educational events for the broader membership (roughly one per month); this may include things like communicating with invitees about their accessibility needs, negotiating with vendors, ordering food, creating materials, and setting up signage/décor.

Fundraising and Communications

- Supporting efforts to secure grant revenue through research, writing, and reporting
- Contributing quality, timely narrative/written content that amplifies Stonewall programs, for inclusion in newsletters, donor reports, organization website, social media, and events
- Coordination of general program communications, e.g., newsletters and grant cycle updates

What We're Seeking

The ideal candidate for this position will have:

- Relevant experience, which can include work as a volunteer or intern at a nonprofit
- Passion for and knowledge of social and political issues affecting LGBTQ people
- Excellent verbal communication and writing skills, including email correspondence
- Proficiency in Microsoft Word, Excel, and PowerPoint, and email marketing software
- Effective research skills, and comfort learning and using new computer programs
- Facility with data entry and the ability to learn and use database management tools
- A predisposition to regarding grant seekers and Stonewall grantees as peers and partners
- Practiced consciousness around race and gender, and a ready commitment to anti-racism
- Eagerness to learn, understand, and work on a wide range of social justice causes
- A strong orientation toward self-motivated and well-organized work
- Strong conceptual, critical, and creative thinking abilities

Note: This job entails regular use of a computer and occasional light lifting. Though English is used primarily, native-level fluency or proficiency in written and spoken Spanish is a plus and would be used in communicating with grant seekers and grantee partners.

Stonewall's Values and Culture

(The following statement was crafted by and reflects the voices of all current staff.)

At Stonewall, we celebrate and hold as a living expression of this organization's values: autonomy, support, and collaboration in balance; mutual respect across the team; valuing of each person's unique lived experience and humanity outside of work, as well as their talents and quirks; and the necessity of joy, humor, and empathy. We believe in our mission and try every day to engage it with integrity, together. Even as we are not politically identical, we have a shared understanding that 1) philanthropy is flawed and built upon problematic histories and injustices, and 2) philanthropy, when truly accountable to and rooted in our communities, can redistribute power and resources in a way that advances healing and liberation. On top of that, we are clear about our team's strengths and take great pride in these features of our culture:

- We take our work seriously, but we don't take ourselves too seriously. We laugh. A lot.
- Breaks, asking for help, and taking time off are encouraged and practiced by leadership!
- We confront conflict head on, but with care, careful reflection, and enduring respect.
- Our wellbeing as people is central. We all know that our jobs are important and thus choose to work hard and challenge ourselves. We also know that our lives, our health, mental health, and family needs must come first if we are to be honest to our values.
- We understand that a person's sense of safety is ultimately arbitrated by trust—in others, in institutions and their track records, in systems, and in outcomes—so we prioritize building and constantly nurturing trust over claiming that any space we inhabit is safe merely by virtue of that intention.

Salary and Benefits

The salary for this position is $60,000. Benefits and perks include: 30+ days of paid time off between vacation and holidays (including Lunar New Year, Eid al-Fitr, Juneteenth, a weeklong spring break, Rosh Hashanah, and Yom Kippur); employer-covered medical, dental, and vision ($1,229/mo in 2022); life insurance; a 4.5-day workweek and flextime; $125/mo stipend to support remote/hybrid work; transit benefits; an FSA and 401(k) retirement plan (with annual employer contributions of 3%); and professional development and conference budgets for all staff.

Commitment to Equity

Stonewall is enthusiastically committed to equity in recruiting. That means always striving to build and maintain a team, both at Board and staff levels, that reflects the diversity of the communities Stonewall serves <u>and</u> an understanding that many identities and experiences therein are significantly underrepresented in the nonprofit sector, and especially in philanthropy. With that, the Foundation strongly encourages people of color, women, trans and nonbinary folks, LGBQ+ individuals, and disabled people to apply.

The Application Process

<u>Click here to access the application form</u>. Completing this should take around 20 minutes. Please note that ***this is the first step*** in presenting yourself as a candidate and expressing interest in the job. If advanced, candidates will be asked to participate in a phone interview as a second step. Stonewall may request a résumé <u>after</u> that phone interview. Top candidates will be invited to a final interview, either virtually or in person, with Stonewall's Executive Director and Program Manager.

Applications are preferred by Friday, May 13. Submissions received after then will be considered on a rolling basis until the position is filled.