



Program Associate

ORGANIZATION OVERVIEW

The Greater Washington Community Foundation ignites the power of philanthropy, leads for community impact, and responds to critical community needs. Since 1973, The Community Foundation has been a trusted philanthropic partner to our generous donors and nonprofits working to create lasting change in DC, Montgomery County, Northern Virginia, and Prince George's County. As the region's largest local funder, we have invested more than \$1.4 billion to build racially equitable, just, and thriving communities where everyone prospers. Now, our strategic focus is to close our region's racial wealth gap so that people of all races, places, and identities reach their full potential.

POSITION SUMMARY

The Program Associate (the Associate) reports to the Managing Director, Community Investment, and provides support on programmatic and administrative support for the Managing Director and the grantmakers and community builders on the Community Investment Team. This position will also include administrative support for a discrete number of funds managed by The Community Foundation. The Associate is also a pivotal member of the team, contributing to idea generation, strategic thinking, organizational networking, and collaborative team dynamics.

The Associate will support team meetings and help with scheduling, outreach, and coordination for select programs and provide other as needed administrative support required to execute our Community Leadership agenda. It is expected that the Associate will support budgeting and financial tracking for a select number of funds—this role will be a liaison role between our grantmaking team and our finance team.

In addition to the duties described in this position description, every role at The Community Foundation is expected to contribute to the overall success of the organization and its goals. This may mean that team members are asked to take on other tasks that may not be listed here. Examples may include working on a project or specific task outside of your standard area of responsibility, participation in an organization-wide task force or special initiative, or being asked to support a colleague when needed. Any additional tasks will be determined by the manager of this role in coordination with the leadership team.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

This role requires excellent organizational skills and administrative coordination. Below are the core areas of responsibility. The principal responsibilities include the following:

- Provides administrative and program support to Managing Director, Community Investment, and the broader Community Investment team.
- Supports calendaring and agenda development for Community Investment team meetings and other as needed scheduling support.
- Provides technical assistance to internal and external stakeholders centered on grantmaking processes.
- Serves as primary budget lead and expense tracker for a portfolio of funds, including serving as a liaison between the grantmaking team and finance team.
- Other Community Investment Team duties (as needed). The Program Associate will be asked to provide support from time to time on other departmental initiatives.

DESIRED SKILLS AND EXPERIENCE

- 1 to 2 years of working experience required.
- Related work experience with nonprofit or foundation is preferred.



- Keen organizational skills and background with administration are preferred.
- Sound judgment; Ability to manage time effectively; Flexibility; Self-discipline and initiative; Ability to work with minimal supervision.
- Specific background in grants administration, and any of the following: project management; management consulting; database analytics; public administration, research, or community development.
- Outstanding interpersonal skills, working well with a wide range of colleagues across geographies and the ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures.
- Working knowledge of concepts and demonstrated commitment to advancing racial equity.
- Strong customer service and relationship management skills.
- Technology fluency with managing calendars, appointments, and schedules; word processing, spreadsheet, and database development/maintenance; and development of presentation materials (preferably using Microsoft Outlook, Microsoft Word, Excel, Access, and PowerPoint software) and electronic communications. Familiarity with Raiser's Edge and Blackbaud Grantmaking is a plus.
- An understanding of philanthropy's role in the community and a commitment to philanthropy and the mission of The Community Foundation.

SALARY AND BENEFITS:

Salary starts at \$57k and is commensurate with experience and qualifications. Excellent benefits package, including company-paid health, vision, dental, and life insurance for employees; Flexible spending accounts; Identity Theft, Critical Illness coverage, Universal life and long-term care insurance and retirement plan with employer match; Twelve paid holidays; Flexible work schedule.

HOW TO APPLY:

Please submit a resume, a cover letter including your salary requirements in your cover letter and forward it to: HR@thecomunityfoundation.org.

The Greater Washington Community Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.