

Company: Private Foundation, Chicago area
Position: Program Associate
Reports To: Vice President

Foundation Background:

The Foundation supports great organizations to enhance community, opportunity and well-being. Founded in 1997, the Foundation makes grants in the areas of community services, Jewish community, education, and medical research.

Position Summary:

The Foundation seeks a program associate who will support the Foundation's program officers, grants manager, vice president, and president in all aspects of the Foundation's grantmaking, including research, administration, special projects and grant review. The program associate will report to the Foundation vice president and will work collaboratively with the entire Foundation team.

Major Responsibilities:

Assist in Grant Making and Monitoring (50% of time)

- Insightfully evaluate grant proposals – including analyzing organization and program goals, outcomes, financial data, sources of funding and other relevant information and appropriately applying qualitative and quantitative analysis.
- Establish and maintain relationships with grant applicants – including conducting site visits, communicating with grant applicants, and requesting and providing information related to the grant-making process.
- Prepare summary and analysis of assigned grant proposals and recommendation of Foundation action.
- Monitor performance and progress of organizations receiving grants from the Foundation. Recommend interim Foundation action as appropriate.

Lead Special Projects (40% of time)

- Collaborate with other members of the Foundation's team to support grant evaluation through research and analysis.
- Draft and maintain Foundation communications including, but not limited to, language for the Foundation's website and communications with grant applicants, grant recipients and others.
- Revise and maintain the Foundation's application and reporting tools, in coordination with the grants manager.
- Analyze and synthesize trends and opportunities in the Foundation's funding areas, in conjunction with the program officers.

Assist Administrative Projects (10% of time)

- Help coordinate Committee and Board meetings, and take notes at all meetings.
- Work with the Foundation assistant to coordinate Foundation meetings, tasks and communications.

Preferred Qualifications and Experience:

- Bachelor's degree
- Meaningful work experience in the nonprofit sector applicable to the Jewish community, public education, health and/or community services
- Demonstrated ability to work collaboratively among a team – both with internal colleagues and external colleagues (e.g., professionals at grant applicants, grant recipients, foundations and other not-for-profit organizations)
- Attentive to detail; excellent capacity to handle multiple projects simultaneously; strong time-management skills
- Demonstrated ability to work independently and as a self-starter
- Excellent organizational skills and qualitative and quantitative analytical skills
- Demonstrated creativity and entrepreneurial spirit
- Excellent written and oral communication skills
- A person described by their peers as humble, honest, hardworking, strategic, adaptable, and enthusiastic.

Additional Information:

- Full-time position
- Off-site work at locations throughout Cook and Lake counties will be required regularly for site visits and other meetings; daily access to a car is required
- Compensation: Competitive and commensurate with experience
- Available benefits:
 - Insurance: Health, Dental, Life Insurance, Disability, Long-Term Care
 - 401(k) Retirement Plan
 - Flexible Spending Account
 - Vacation and holidays
 - Sick/Personal time
 - Matching gift program

The information contained in this job description is intended to convey information about the essential functions and requirements of the position. It is not an exhaustive list of the skills, efforts, duties, responsibilities or working conditions associated with the opportunity.

Start Date: As soon as possible

Contact: program.associate.resume@gmail.com

Please include resume, cover letter, salary history and e-mail and telephone contact information.