

JOB DESCRIPTION

Position: Program Associate

Classification: Full-Time Exempt

Department: Programs

Application Deadline: Ongoing

PURPOSE:

The Program Associate will be an integral part of the Program Team, reporting to the Director of Programs. The Program Associate will support the Senior Program Officer on the general community grantmaking portfolio and will also assist in special projects as needed. Duties will include, but are not limited to:

Grantmaking Responsibilities

Working with the Senior Program Officer, manage elements of the monthly and quarterly general community grantmaking process, including:

- Own/co-own relationships with medium-sized (\$25,000 - \$500,000) grantees;
- Conduct research and inquiries related to relevant general community grant recommendations;
- Gather required due diligence materials and review grant applications;
- Analyze grant requests based on program feasibility, budget sufficiency, organizational capacity, and alignment with Koret goals, priorities, and strategies;
- Work with prospective grantee to develop measurable and achievable grant outcomes
- Collaborate on preparation of concise analytical written proposal summaries that include funding recommendations, payment schedules, and grant analysis;
- Review and provide comments, both substantive and copy edits, on all proposal summaries created by the Program Team on a monthly and quarterly basis;
- Upon grant approval, create Grant Agreements with payment conditions, outcome metrics, and reporting requirements.

Grant Monitoring and Evaluation Responsibilities

Working with the Senior Program Officer, monitor grantees throughout and following the grant period by:

- Conducting regular check-ins and site visits, attending relevant grantee events, reviewing interim/final reports and providing critical and substantive report feedback;
- Receive, read, and discuss narrative and financial reports with Senior Program Officer to determine whether the grantee has been successful and if renewed support should be considered;
- Work with internal and external partners on formal grantee/program evaluation.

Internal Responsibilities

- Participate in weekly Program Team staff meetings, including provision of work-related updates;
- Participate in weekly substantive check-ins with Director of Programs and Senior Program Officer;
- Collaborate with Program Team, Finance Team, Administrative Team, and CEO on special projects as needed.

Community Engagement Responsibilities

- Attend educational sessions relevant to general community initiative areas;
- Attend regular events and celebrations hosted by grantees that showcase the organization's work;
- Meet with potential applicants recommended by Koret board members to help them understand Koret's grant process and strategic priorities;
- Maintain contact with partner funding organizations to discuss potential collaboration, common grantee issues, etc;
- Participate in conferences, workshops, classes, and other professional development opportunities to remain current on issues and philanthropic best practices.

QUALIFICATIONS:

The Program Associate will be motivated by a passion for the Koret Foundation's mission and a drive for continuous learning and improvement. S/he will be a project manager, consultant, analyst and problem solver with exacting standards and an eye towards creativity and innovation. This role requires an individual who can balance strong attention to detail and analytical skills with an engaging, consultative, relationship-focused approach to working with people.

Additional, valued qualifications include:

- Outstanding project and time management skills
- Strong analytical skills (financial or business analysis skills in the nonprofit world preferred)
- Excellent written and verbal communication skills
- Flexibility to changing timelines, demands
- Ability to anticipate issues and manage up accordingly
- Exceptional interpersonal skills
- High attention to detail
- Strong computer skills with proficiency in MS Word and Excel necessary
- Experience with cloud-based database systems, GIFTS or FLUXX welcomed.
- Ability to multitask and work independently and collaboratively to meet weekly, monthly, and quarterly deadlines
- Professional, friendly, dependable, and highly-motivated individual with a can-do attitude
- Exercise sound judgement in a close team environment

A Bachelor's Degree is required. Master's degree in non-profit management or related field preferred. Candidates should have a minimum of 3-5 years of professional work experience,

with a background in nonprofits or grantmaking. Knowledge of and/or participation in the Bay Area Jewish and civic community is an advantage.

BENEFITS AND COMPENSATION:

The Foundation offers an excellent benefits package and a salary that is commensurate with education and related work experience. The position is full-time, exempt, and located in downtown San Francisco, CA.

TO APPLY:

Please send an email referring to job title in the subject line along with a resume and one-page cover letter explaining your interest and how your skills and work experience fit the position to jobs@koret.org.