



JOB DESCRIPTION

Position: Program Assistant (Program Associate pending experience)

Classification: Full-Time, Exempt

Application Deadline: Ongoing

ABOUT US: The Koret Foundation is a private foundation based in San Francisco, dedicated to creating a vibrant Bay Area and a thriving Jewish community. For more information visit www.koret.org.

PURPOSE:

The Program Assistant or Program Associate (PA) will be an integral part of the Program Team, reporting to the Chief Program Officer. The PA will work closely with the program officers and grants officer on all grantmaking and communication activities, and partner with the Finance Team as needed. The PA will support both the general community grantmaking portfolio and the Jewish community portfolio. This position will also assist in special projects as needed. Duties will include, but are not limited to:

RESPONSIBILITIES:

Grantmaking and Grant Monitoring

- Project manage the monthly and quarterly grantmaking timeline and preparation
- In consultation with the program officers, own/co own grantee relationships from grant inception through grant completion, including but not limited to the following:
 - 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
 - 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
 - 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 program officers 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, as applicable
- Conduct ongoing research and inquiries related to foundation priorities

Grants Management

In consultation with the Grants Officer:

- Create, assemble, and maintain accurate and complete grant records in Fluxx
- Manage Foundation contacts in Fluxx

Communications

In consultation with the Chief Program Officer or Communication Officer:

- Create and review content for the foundation's social media, website, and newsletter
- Manage and maintain an editorial calendar

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
- Participate in conferences, workshops, classes, and other professional development opportunities to remain current on issues and philanthropic best practices

QUALIFICATIONS:

The PA will be motivated by a passion for the Koret Foundation's mission and a drive for continuous learning and improvement. They will be a project manager, 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 FLUX or other CRM/grants management tool
- 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. Candidates should have a minimum of 2-5 years of professional work experience. A background in nonprofits or grantmaking preferred. Knowledge of and/or participation in the Bay Area Jewish and civic community is an advantage.

BENEFITS AND COMPENSATION:

The Foundation offers a competitive benefits package and a salary that is commensurate with education and related work experience. The position is full-time and exempt. The Foundation is a hybrid work environment, currently with two mandatory days (Wednesday and Thursday) in our downtown San Francisco office.

TO APPLY:

Please send an email referring to Program Assistant 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.