



## **JOB DESCRIPTION**

**POSITION:** Program Associate  
**STATUS:** Exempt, Full-time

**REPORTS TO:** Executive Director  
**SALARY RANGE:** Negotiable based on experience

### **Summary**

The Program Associate works closely with the Executive Director and other staff in all aspects of The Foundation's grant-making, grant monitoring and grant management functions. The Program Associate is also assigned responsibility for developing and supporting The Foundation's community programs and partnerships. The Foundation is a leading organization in the Schenectady, NY social sector. The Foundation provides funding through grants and scholarships in excess of \$1.1 million per year, and plays an important role as a convener of community partnerships and strategic initiatives. The following are key responsibilities of the Program Associate:

### **Grant Program**

- Grant program management, including oversight and maintenance of the grant application process within the Foundant online grant system;
- Research and review grant proposals, conduct due diligence, gather information to add value and insight to grant making decisions, organize program site visits, develop and present analyses of grant requests to Foundation staff and Board to ensure excellent stewardship of the Foundation's funds and maximum impact for the investment of our grant funding;
- Consult with prospective grantees to improve their understanding of the Foundation and the grant making process, ensure the sufficiency of their grant submissions and to promote more effective partnerships and relationships;
- Monitor grants in progress, and review grant progress reports to determine if proposed outcomes have been achieved;
- Generate and present periodic grant reports to the Executive Director and Board;
- Prepare written and other necessary materials for Foundation Committees that summarize issues and decisions for their consideration.

### **Research**

- Research potential and existing initiatives and best practices in strategic program areas;
- Identify and summarize grant opportunities available to the Foundation and its community partners;
- Implement special projects as required.

### **Community**

- Represents the Foundation in identified strategic partnerships and collaborations;
- Represents the Foundation by serving on community committees and attending Foundation, community, and grantee events as appropriate;
- Maintain contact with local organizations and keep informed on community issues and events;

## **In General**

- Collaborate with the Foundation staff to ensure that work flows effectively and efficiently between functional areas, and that global decisions are made with diverse input for the good of the Foundation;
- Participate in regular staff and other internal meetings;
- Perform other duties as assigned,

## **Education Requirements, Technical Abilities and Experience:**

- A college degree – minimum bachelor’s degree -- preferably in a related field
- Experience working in a non-profit organization preferable
- Knowledge of, and previous experience working with an Outcomes framework
- Strong written and oral communication skills
- Well-developed research skills; ability to readily synthesize new information
- Excellent organizational skills; ability to manage multiple tasks and timetables while maintaining focus
- Familiarity with technology, ability to learn new software or cloud-based programs, and to effectively integrate that technology into daily work
- Previous experience in grant-making or grant writing, while not required, is a distinct advantage.
- Proficiency with Microsoft Office software

## **Personal Characteristics & Qualities:**

- Commitment to high ethical standards
- Ability to interact respectfully and thoughtfully with people of diverse backgrounds, perspectives, and cultures
- Dedication to excellence
- Ability to work independently, but also as a team player
- Concern for accuracy and completeness
- Objectivity and sound judgment
- Keen conceptual, analytical, and critical thinking skills -- an inquisitive nature
- Commitment to service; compassion
- Versatility and flexibility – able to switch gears if needed
- A sense of humor
- Personal commitment to and involvement in the Schenectady County community