



JOB OPENING

Program Associate

Park Foundation Inc.
Ithaca, NY

Park Foundation seeks nominations and applications for the position of Program Associate. This is a new role that will assist across our program areas, including helping assist in implementing new streamlined renewal and reporting processes and helping with coordinating scheduling and connectivity for our program priorities.

About Park Foundation

Park Foundation is a family foundation dedicated to advancing a more just, equitable and sustainable society and environment, both nationally and in our local Ithaca community. We are principled, strategic and fearless in our grantmaking, collaborative with our partners, and nimble and innovative in our approach. We are committed to challenging the powers that threaten an independent media, a robust democracy, and the future of our planet. Park Foundation was formed in 1966 with an original focus on education and grant-making in communities where Park Communications had interests. The Staff includes 8 team members and there are three local priority areas and five national programs that reflect the mission of the Park Foundation. These priorities include national grantmaking programs in Media, Environment, Civic Participation, Democracy, Animal Welfare and local support for Community Needs, Sustainable Ithaca and School Food and Nutrition.

Responsibilities/Focus

Support grantmaking teams within programs and helping build connectivity across program areas:

- Assist Program areas to engage with grantees to build relationships and partnerships; helping to monitor grant progress and related matters; and ,helping the Park Team create content for refreshed website.
- Opportunities for learning within and across programs, and in broader field of philanthropy to grow knowledge and networking skills.
- Participating in meetings with grantees and other funders and broader community partners.

Grant Process and Administration:

Help support the grantmaking process throughout a grant cycle, including:

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- Working with the Program team in helping implement a new streamlined renewal process for applicable grantees and helping to bring to fruition flexible reporting processes; helping support the team in process of considering grant proposals; and helping prepare and edit proposal write-ups reviews for board meetings.
- Helping support assessment of grant proposals and reports, including budgets and financial reports and follow-up with grantees as needed to ensure completion and accuracy.
- Working closely with the Operations team to ensure maintenance of accurate records, tracking status of workflows, including proposal, progress reports, and financial statements.
- Special Projects as prioritized in consultation with direct supervisor.
- Helping with administrative and operation duties as needed.
- Helping to coordinate scheduling of internal meetings, and external communication with grantee partners.
- Assist in coordination of quarterly Board meetings and other Park organized gatherings.

Qualifications, Competencies and Skill Sets

- Minimum of 2 years of relevant experience in the social justice, nonprofit, environment, or philanthropic sector. Local commitment to Ithaca area desirable.
- Understanding and familiarity in at least two of the issue areas, nonprofit operations/management; and/or the field of philanthropy.
- Previous grantmaking experience at a private foundation or government or non-profit entity; familiarity with strategies for systems change (organizing, legal, research, communications) a plus.
- Excellent written and oral communication skills with the ability to synthesize and summarize information in a clear manner to various audiences, from grantees to Foundation leadership.
- Experience independently managing multiple projects with overlapping timelines.
- Ability to work in both a collaborative environment and self-manage independently to prioritize responsibilities.
- Comfortable with administrative tasks, working with small teams, and willingness to participate in other Foundation projects.
- Recognize the role of nonprofit sector; approach the work with grantee partners with humility and compassion. Interest in the role of race and other identities in systemic inequities and how philanthropy can best address these systemic inequities.
- Proficient with Microsoft Office Suite (including Outlook, Word, Excel and PowerPoint) and able to learn other programs such as grantmaking database platforms to support the work.
- Strong attention to detail; sound judgment and integrity.

Salary & Benefits

The targeted starting salary range for this position is \$65,000 - \$80,000, based on experience. Park Foundation offers an extensive and generous benefits package including health insurance paid time off, 401(k) retirement plan with an employer contribution match.

Working with Park Foundation

We believe that diversity is critical to our mission, and we value an inclusive culture. We strongly encourage applications from people with lived experiences related to our programs and applications from people of color, persons with disabilities, women, and LGBTQ+ individuals. Park Foundation is an equal opportunity employer; we do not discriminate in employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender or gender identity, age or sexual orientation.

This position will be based in Ithaca, NY. Consistent with Park Foundation's vaccination policy, all new hires (except those granted reasonable accommodations in accordance with applicable law) are required to be fully vaccinated and boosted for COVID-19. Park Foundation is currently operating in a hybrid work model.

Interested applicants are encouraged to send a cover letter and resume, to Rachel Leon, Executive Director, c/o info@parkfoundation.org by November 21, 2022.