ARKANSAS
community foundation
Smart Giving to Improve Communities

Job Title:	Program Associate
Employed By:	President/CEO
Reports To:	Chief Program Officer
Status:	Regular Exempt Employee
Purpose of Position:	This position supports the Foundation's community investment work including administration and data and project management of grantmaking, community leadership initiatives

Principal Responsibilities:

Programmatic

- Provide project management support to community investment team
- Support the synthesizing and execution of community investment priorities
- Prepare, review, and edit reports, meeting materials and proposals
- Conduct research on current issues in philanthropy, the nonprofit sector, early literacy, food security and other topics as assigned
- Manage all logistics for community investment meetings and convenings, including scheduling, arrangement of meeting space, catering, handouts, transportation, and technology
- Meet with partners and current/potential grantees to gather information, assist with grant applications, etc.

Grants Management

- Support core programmatic activities such as partner relationships, proposal development, and grant processing
- Oversee the life cycle of approved grants by managing an accurate, timely grant reporting process in coordination with the Foundation's program officers
- Support organizational data management by monitoring, collecting, and analyzing data presented as part of the grants process
- Ensure accurate coding and external reporting of grant data (via 990, Foundation Center, etc.)
- Become proficient in all grant database functions; assist with running reports, updating grant applications and managing information flow during grant cycles

Affiliate Support

- Assist Affiliate Director and Officers, as needed, with meeting logistics, data entry and tracking
- Serve as back-up help-desk support for affiliate staff when Affiliate Director and Officers are on the road/unavailable
- Assist affiliate staff in updating database records as needed

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptionally strong organizational skills, sharp attention to detail, and persistence in following through on projects
- Excellent written and oral communication skills
- Proven ability to prioritize and handle multiple tasks independently; effective management of shifting priorities and time-sensitive projects to meet deadlines
- Excellent computer skills and a willingness to learn new tools and systems
- Demonstrated flexibility, maturity, and ability to work as a team with program staff, consultants, and persons outside the Foundation
- Proficient in Microsoft Office

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledgeable of strategies to plan and implement diversity, equity, and inclusion (DEI) practices
- Experience with the nonprofit sector, including program management, grantwriting/development or communications