

POSITION DESCRIPTION

Position Title:	Program Associate
Location:	Los Angeles or San Francisco
Reports to:	Senior Program Officer
Status:	Permanent Full Time – Non-Exempt
Application Deadline:	Open Until Filled

FOUNDATION OVERVIEW

The James Irvine Foundation is a private, nonprofit grantmaking foundation dedicated to expanding opportunity for the people of California. The Foundation's current focus is a California where all low-income workers have the power to advance economically. Since 1937 the Foundation has provided more than \$1.87 billion in grants to organizations throughout California. With about \$2.3 billion in assets, the Foundation made grants of \$95.9 million in 2018. We have about 50 staff in two offices, one in San Francisco and the other in Los Angeles.

POSITION SUMMARY

The Program Associate provides program-related support to the multi-initiative portfolio team to facilitate the grantmaking and grants-monitoring processes and to support relationship-building in the field. The Program Associate may be involved in the initial screening of potential grantees, arranging meetings with potential grantees, preparing docket materials, and monitoring ongoing grants. The Program Associate also monitors administrative and Foundation Administered Projects (FAP) budgets and consultant contracts for a given initiative or project. Working closely with the Grants Administration team, the Program Associate ensures that grantmaking adheres to Foundation policies, procedures, and deadlines.

The Program Associate will work in partnership with the Foundation's program staff and other staff on a set of initiatives that advance Irvine's efforts to give all low-income workers in California the power to advance economically. Program Associates work in teams by initiatives, which may be led by a Senior Program Officer or another senior staff member. Program Associates have an Advisor, who provides professional development coaching and performance assessments. The Senior Program Officer to whom this position will report will depend, in part, on the person's background and interests and the distribution of staff reporting to various senior team members.

PRINCIPAL DUTIES & RESPONSIBILITIES

1. In coordination with assigned initiative teams, provides grants administration support for the maintenance of all active grants in the assigned portfolio. These grants administration responsibilities include maintaining grant files, drafting or editing correspondence and reports, regular communications with grantees and entry of related information in the grants database. In carrying out these duties, responds to all requests and any special assignments from the Grants Administration.

2. Ensures timely receipt of concept papers and proposal submissions and their distribution to Grantmaking Portfolio Vice Presidents, Senior Program Officers, and Program Officers.
3. Participates in meetings of assigned portfolio teams to review grant proposals and grant recommendations; review grant progress updates; plan technical assistance, evaluation, and communications activities; and share and reflect on experiences in the field and related program activity. As requested by the Initiative Lead, circulates agendas and prepares minutes of the assigned portfolio team meetings. Also, as authorized by the Grants Manager, participates in meetings and training sessions organized by Grants Management.
4. Assumes a support role in responding to unsolicited grant requests for funding, including updating material on the website, undertaking the logistical arrangements for a review of the applications by other members of the appropriate portfolio team and other Foundation staff, requesting additional documents from applicants to complete the review, informing applicants of the timing of board review or approval of a grant, and communicating declinations and the rationale of the declination to the grantseekers.
5. Maintains a thorough knowledge of the priorities and grantee selection criteria for assigned initiatives and a working knowledge of the priorities of other initiative areas of the Foundation. Responds to phone or email requests for initiative-related information from potential grant applicants.
6. Conducts research and maintains an internal database on potential grantees and partner institutions, including intermediary organizations. Assists other colleagues in the assigned initiative teams in gathering background information, history, and organizational data on prospective grantees to inform the review process and ensure the eligibility of prospective grantees in the early phase of consideration.
7. Arranges, attends and manages the logistical arrangements, coordination, and follow-up activities related to team and grantee-related meetings on- or off-site, as needed. For on-site grantee-related meetings, works collaboratively with appropriate managers and/or Executive Assistant to plan and carry out events.
8. Assists in coordinating activity of the consultants with initiative team colleagues or grantees, as needed. Prepares required documents for the establishment and approval of individual consulting contracts. Monitors expenditures related to the approved budgets, ensures reimbursement of authorized expenses, maintains supporting documentation of related contracts, and works with the Accounting Department on year-end budget reconciliation.
9. Conducts research, data analysis, and prepares reports as assigned by a senior staff member and/or Initiative Lead. Remains abreast of current research, activities, and trends in the specific field related to the initiative focus by reviewing professional publications, and attending related conferences, meetings, and other events.

10. Works collaboratively and participates in cross-disciplinary teams with colleagues at the Foundation, as requested.

MINIMUM QUALIFICATIONS

- A strong desire to contribute to the mission of The James Irvine Foundation
- Bachelor's degree or equivalent experience to possess the knowledge, skills, and abilities needed for the role.
- A minimum of two years of work experience

DESIRED SKILLS AND ABILITIES

- Demonstrated ability to manage process, plan workflow, handle multiple tasks simultaneously, and meet office deadlines; good attention to detail and follow-through are essential
- Ability to take initiative, work collaboratively, and think proactively and creatively
- Excellent written and oral communication skills, as well as strong analytic ability
- Strong administrative and computer skills, proficient in Microsoft Word, PowerPoint, Excel, Outlook and databases