



Job Summary

Position: Program Associate

Time Commitment: 20 hours per week

Reports to: Director of Grants & Programs

Description:

The Program Associate will be instrumental in supporting a wide range of activities to help drive the impact and strategy of the advisory committees associated with Women's Legacy Fund (WLF), Growing Together Fund (GTF) and Access for All (AFA). The Program Associate will be joining a small team of passionate nonprofit professionals who work closely together; each leveraging their own unique skillsets and approach to better serve the community.

Duties & Responsibilities:

In partnership with the Director of Grants and Programs, the Program Associate will support nonprofits ability to further the goals of the advisory committees and promote equity and inclusion through our grantmaking.

Grantee Support:

- Build strong relationships with current and potential grantees to support the goals of grant funding by responding to inquiries, coordinating site visits and assisting with grant reporting and more
- Support and develop all aspects of communication and informational material to strengthen applications and build bridges with communities
- Work with Advisory Committees and Director of Grants & Programs to develop peer networking and learning opportunities

Advisory Committee Support:

- Assist advisory committees with all aspects of fundraising which includes hosting and sponsoring events, annual appeals, donor record maintenance, and donor stewardship. Events include but are not limited to: Women's Legacy Fund Luncheon, Pride in the Plaza, Paul Wolff Accessibility Advocacy Awards)

- Attend and provide administrative support (scheduling, agendas, minutes and support materials as requested) at monthly advisory committee meetings
- Provide monthly written updates on Grant Program activities and projects for Grantmaking Committee and Foundation Board meetings

Program Operations:

- Process grants through their full lifecycle: creating, maintaining and updating the application, grant reports and evaluation tools.
- Organize and participate in meetings with grantees and advisory committee members through scheduling, preparing the necessary materials for the meeting, and contributing to the discussions.
- Assist with improving the evaluation and outcome measurements to demonstrate the impact and outcomes of grant programs through improved data collection, outcome tracking and development of impact reports.
- Assist with increasing our outreach and community engagement to funders, donors, partners, and the nonprofit community through social media, online communications, newsletters, and impact reports.
- Coordinate with Finance Department on program budgets and financial reports

Qualifications:

- Four-year college degree or 5 years of comparable experience
- Excellent, demonstrable skills on PC systems with thorough knowledge of Microsoft Word and Excel
- Ability to effectively multi-task and work on multiple projects simultaneously
- Excellent written and verbal skills
- Meticulous attention to detail and strong organizational skills
- Experience working with of diverse communities and constituencies
- Valid California driver's license and have current auto insurance

Interested applicants should submit a cover letter and resume to info@cfsloco.org by Friday, January 15th. No phone calls please.