



STAND TOGETHER. SO SHE CAN STAND ON HER OWN.

## Program Associate Job Announcement

### **WE ARE:**

Washington Area Women's Foundation ([TheWomensFoundation.org](http://TheWomensFoundation.org)) is a Washington, DC-based public foundation, dedicated to mobilizing our community to ensure that economically vulnerable women and girls in the Washington region have the resources they need to thrive.

Our program work consists of:

1. Grantmaking: Investing through a multifaceted approach in the three core areas of:
  - a. Asset building;
  - b. Jobs with benefits, career pathways, and family sustaining wages; and
  - c. Access to high-quality early care and education.
2. Research and Education: Generating and distributing data about the status and needs of women and girls in the region, and the strategies necessary to address those needs.
3. Advocacy: Raising awareness of the policy issues that affect economically vulnerable women and girls.

The Women's Foundation is seeking to hire a highly motivated self-starter for the position of **Program Associate**. The Program Associate will provide support to the growing program team, across all program areas: grantmaking, research and education, and advocacy.

### **IF YOU:**

- *Are passionate about improving the lives of women and girls, and have a strong interest in economic security strategies;*
- *Enjoy working with a team to provide essential administrative support, and to build programmatic expertise and progressive responsibility over time;*
- *Have strong writing skills, and experience with databases and/or grants management;*
- *Are a strong relationship-builder with grantees, partner organizations, donors, and other external audiences;*
- *Thrive when working under deadlines, have strong project and time management skills, and excellent attention to detail;*

Then you want to be our Program Associate!

### **KEY RESPONSIBILITIES:**

Reporting to the Senior Program Officer, the Program Associate's role is to provide programmatic and administrative support to the program team across all program areas: grantmaking, research and education, and advocacy. Specific areas of responsibility will include: grants management, community outreach and event coordination, research and communications support, and donor engagement and development activities. This position must be comfortable working both independently and as a team, with consistent attention to detail and the ability to manage deadlines.

Specific responsibilities include, but are not limited to:

#### **Grants Management**

- Support program officers in all aspects of grantmaking, and participate in the grant review process.
- Manage the organization's grants database (GIFTS Online), including maintaining and executing reports on grantee data.
- Process grants and manage correspondence with Grantee Partners including grant agreements, award letters, and reporting.

### **Community Outreach & Event Coordination**

- Engage with Grantee Partners, other nonprofits, and peer organizations.
- Help to publicly represent the foundation at external community-based events and meetings to gather information and help move the work of the organization forward.
- Organize program-related events across the organization, including securing event space, materials preparation, and providing logistical support prior to, during, and following events.

### **Research & Communications**

- Cultivate knowledge about current trends, emerging issues, policy interventions, and innovations related to The Women's Foundation's mission and core strategies (asset building, early care and education, workforce development).
- Assist in literature review, research, and fact-checking.
- Assist in writing and development of research and other communications pieces.

### **Donor Engagement & Development**

- Support grants committees of donors and community members.
- Serve as a liaison and provide some administrative support to the organization's giving circles – Rainmakers and the African American Women's Giving Circle.
- Assist with the writing of program-specific grant proposals and reports, in coordination with the development team and under oversight of the program team.
- Partner with communications and development on donor engagement opportunities, events, and the production of materials/collateral.

### **ADDITIONAL QUALIFICATIONS:**

- Bachelor's degree or equivalent training and experience.
- Minimum of 1-3 years of professional work experience; nonprofit experience and/or experience in women's issues or poverty/economic security a plus.
- Excellent grammar, writing, and communication skills.
- Strong computer skills in Microsoft Office, and familiarity with (or aptitude for) working with databases (such as GIFTS) and other technology.
- Must thrive when working under deadlines, have strong project and time management skills, and be able to problem solve.
- Ability and willingness to share in both "big picture" thinking and administrative tasks.
- An appetite for and sensitivity to working with diverse communities across race, class, ethnic, political and geographic boundaries.
- Ability to foster collaboration and contribute to a strong sense of community among staff and board, and with colleagues outside the organization.
- Passion for improving the lives of women and girls in the Washington Metro region.

### **COMPENSATION:**

We offer our employees a total rewards model, pairing a compensation package that reflects our organizational values, culture and mission with meaningful and significant work content, a supportive environment, and work-life flexibility.

Competitive salary and benefits package will be offered, including health, dental, and disability insurance, paid vacation, and 401(K) contribution.

*People of diverse communities and people of color are strongly encouraged to apply. Preference will be given to candidates from the Washington metropolitan area.*

**PLEASE EMAIL RÉSUMÉ AND COVER LETTER TO:**

E-MAIL: [jobs@wawf.org](mailto:jobs@wawf.org)

SUBJECT LINE: Program Associate

Applications will be accepted through March 20, 2016.