



**Position:** Program Associate

Wilton, Connecticut

### **About the Tauck Family Foundation**

The mission of the Tauck Family Foundation is to invest in the development of social and emotional skills that lead to better prospects for children from low-income families in Bridgeport, Connecticut.

The achievement or opportunity gap in Connecticut is the widest of all fifty states. Bridgeport – where 32% of children live below the poverty line and 100% qualify for free or reduced breakfast and lunch – is the largest city in Connecticut and one of the lowest performing school districts in the state. Our vision is that Bridgeport children will cultivate the skills they need to take control of their futures, succeed in their education, break the cycle of poverty, and reach their full potential.

The Foundation invests in strengthening the capacity of organizations to help Bridgeport children, in kindergarten through fifth grade, to develop the social and emotional skills that will help them regulate their emotions effectively; persist toward their goals; learn for the sake of learning; connect and work well with their peers; and believe that they are capable of achieving academically. We partner with a select number of organizations and provide support to strengthen their capacity in the areas of strategic leadership, outcomes-focused management, performance management, and program effectiveness.

Tauck Family Foundation has assets of approximately \$22 million and a small professional staff, as well as an active and committed Board of Directors representing three generations of the Tauck family. For more information, please visit our website at [www.tauckfamilyfoundation.org](http://www.tauckfamilyfoundation.org).

### **Overview of Program Associate Position**

The Program Associate, reporting directly to the Executive Director, will support the Foundation's theory of change and strategic objectives, and take a leading role in the management of the Foundation's social investment portfolio and other grant-making activities. This is an ideal opportunity for an individual seeking philanthropic exposure and who is interested in learning more about education and improving student outcomes.

#### Core Responsibilities:

##### **Strategy, Planning, and Performance Management**

- Work with the Executive Director to implement the Foundation's current strategic objectives and support the development of the Foundation's priorities for 2018 and beyond.
- Help the Foundation develop systems and processes for managing its own performance, including monitoring data and preparing written reports on progress towards investee outcomes.

##### **Social Investing and Grant-Making**

- With guidance from the Executive Director, manage the distribution of all grants and social investments, including general operating support, capacity building, knowledge-building and sharing, and other grants.
- Work with the Executive Director to help investees build their capacity to improve student outcomes through the development of annual plans and identification of appropriate technical assistance in the implementation of their plans.

- Assist with the investee grant reporting review, annual organizational assessments, and the analysis of organizational outcomes and social and emotional learning data gathered from investees.
- Work with the Executive Director on all aspects of the investee application and selection process, including issuing Requests for Proposals (RFPs), reviewing proposals, managing due diligence and site visits, and preparing investment recommendations in the event that new organizations are selected for the Foundation's investing portfolio.
- Maintain positive and consistent relationships with investees, demonstrating commitment to their success and helping with problem solving, as needed. Foster strong working relationships, a high level of mutual trust, and effective channels of communication.
- Communicate quarterly, or as needed, with each investee, and consultants supporting them, to track progress towards performance goals.
- Draft reports and correspondence as required, such as grant request response letters, social investment portfolio performance reports, and landscape analysis.
- Support the Foundation's knowledge-building and sharing work, including the planning and execution of investee cohort gatherings and Advisory Committee convenings; identifying consultants to provide knowledge building and sharing support to investees; and, disseminating the Foundation's knowledge and learning with investees and the broader community.
- Maintain in-depth knowledge of the Foundation's focus areas – including methods, current issues and trends, and key partners/stakeholders – through research, conferences, literature review, communication with relevant professionals, etc.
- Respond to unsolicited inquiries and information requests, explain eligibility guidelines, and assess the value of further conversations and/or opportunities for collaboration.
- Provide leadership, operational, and logistical support for investee and consultant meetings, site visits, and cohort meetings.

#### **Governance and Board Relations**

- Work with the Executive Director to support all Board meetings, including preparation of social investing reports and dashboards.
- Look for opportunities for Foundation Board Members to engage more deeply with the Bridgeport community, and its challenges and potential.

#### **Communications and Outreach**

- Attend local, regional, and national grant-maker conferences and workshops, keeping current on issues that affect the philanthropic and education sectors.
- Build professional relationships of trust and mutual respect with key stakeholders and represent the Foundation at meetings, conferences, etc.
- Identify and provide content to update the Foundation's website, public relations, social media, newsletters, and other communications, as needed.
- Ensure that the Foundation's external communications are consistent, clear, aligned, and timely.

## Requirements and Qualifications

- Commitment to the mission of the Tauck Family Foundation, including enthusiastic interest in education, the achievement/opportunity gap, equity, and developing the social and emotional skills of children from low-income families. Familiarity with Bridgeport, Connecticut a plus.
- Three to five years of work experience in the education, non-profit, philanthropy, and/or social investing fields preferred.
- Strong analytical and critical thinking skills. Experience with data analysis and the ability to research, synthesize, and present information in a professional, practical, and compelling manner required.
- Self-motivated, proactive attitude; ability to work and learn independently, anticipate needs, take initiative, think critically, and solve problems.
- Responsible, highly organized, and extremely detail-oriented, with proven ability to handle multiple projects to completion; manage time effectively and meet deadlines.
- Demonstrates positive social, emotional, and interpersonal skills; active listener, empathic, flexible, and inclusive.
- Excellent written and verbal communication skills.
- Able to create and track project or event budgets and expenses.
- High professional standards and expectations for self and others; strong work ethic.
- Comfortable working collaboratively as part of a small team.
- Fluency with the Microsoft suite of products (Outlook, Excel, and PowerPoint) required.
- Familiarity with performance management and database software a plus.
- Valid driver's license and ability to travel throughout Fairfield and New Haven counties required.
- Bachelor's degree required. Master's degree preferred.

## Hours and Compensation

The Program Associate is a full-time, 40 hour per week position. The Program Associate will be required to work up to two Saturdays per year for Foundation Board meetings, attend some evening and early morning events, and attend a few out-of-state conferences. The position is located in Wilton, Connecticut. After three-months, the Program Associate will have the opportunity to work remotely one day per week. The salary range for this position is \$55,000-\$65,000, commensurate with experience and education. This position is eligible for benefits, including 401k retirement plan, short-term disability insurance, individual health insurance, and professional development opportunities.

## How to Apply

Interested candidates should submit their cover letter and resume to Mirellise Vazquez, Executive Director, at [info@tauckfoundation.org](mailto:info@tauckfoundation.org) by June 15, 2017. The cover letter should outline why the applicant is interested in the position, why s/he believes their skills, background, and experience would be a good fit, and how s/he heard about this posting; incomplete applications will not be considered. Preferred start date is August 2017. Also, please note that finalists will be subject to background and reference checks, a writing assignment, and an in-person interview. No telephone inquiries, please.

The Tauck Family Foundation is an equal opportunity employer.