

Job Description: Program Associate

The NorthLight Foundation

Job Summary

The Program Associate will work closely with the Trustees and Executive Director in building and operationalizing key Foundation strategies aimed at strengthening and broadening the environmental movement. This position reports directly to the Executive Director of the NorthLight Foundation.

The NorthLight Foundation, a private foundation established by Dan and Sheryl Tishman, invests at the intersection of human and environmental landscapes, looking for opportunities to work with organizations and thought leaders to deliver high impact and systemic change.

The work of NorthLight Foundation envisions a world where the earth's natural environment is healthy, protected and sustained for future generations. Our work focuses on building new power across diverse communities to lead on environmental protection, with a particular focus on climate and land conservation. We fund through a lens of economic and environmental justice. In addition to its work in the environment, the NorthLight Foundation also funds the frontiers of brain science.

The Foundation has recently expanded its capital base and scope of operations. As such, it could be considered a start-up. The ideal candidate will be a confident and detail-oriented problem solver with strong organizational and people skills and high cultural competency, a strategist and coalition builder, someone who is energized by working in a start-up environment and can work independently and accountably.

Responsibilities

Strategy Development: Assist the Trustees and Executive Director in designing and implementing key Foundation strategies to strengthen and broaden the environmental movement. Examples of the Foundations' priority programmatic areas of focus include leadership development, cross-issue collaboration, communications and just transition.

Grantmaking and Monitoring: Support the Executive Director in the implementation of the strategies and grant portfolios by assisting in: planning, research, monitoring, and assessing grant proposals and reports. Assist in assessing grantee and program progress toward strategic outcomes and goals.

Grants Management: Support the mechanics of the programs and grant portfolios by managing program pipeline and budget.

Communications: Contribute to the Foundation's voice and presence by drafting presentations, blogs, social media. When requested, represent the Foundation in meetings and conferences in the region.

Program Operations: Support the program's day-to-day operations and events in the region by scheduling, producing expense reports, and providing meeting support and events planning.

Research, Analysis, and Synthesis: Conducts research as directed by the Executive Director to advance and stay apprised of field and regional developments.

Knowledge Management: Design and implement a knowledge management system which guarantees the recording and flow of information about grantees, program areas and developments in our fields of action between Foundation staff and trustees

Other: Be available to the Executive Director to assist in special projects, as requested.

Qualifications

- Bachelor's degree and 3-6 years of professional experience within philanthropy, non-profits or other change-making endeavors, whether for-profit or non-profit. Master's degree a plus.
- Enthusiasm for working in a dynamic, start-up organization.
- Ability to work independently and accountably.
- Willingness to travel.
- Strong analytical and problem-solving skills.
- Strong organization skills, strict attention to detail, accuracy, follow-through and commitment to high quality work.
- Strong communication skills, written and verbal. Experience in public communications and media relations preferred.
- Strong interpersonal and diplomacy skills to work effectively and collaboratively with diverse stakeholders and collaborators. Ability to represent the Foundation and build relationships with stakeholders, including staff, board members, partners, and grantees with a professional and courteous manner.
- High cultural competency.
- Self-starter; highly motivated and resourceful team-player.
- Flexibility, a "can-do" solutions-orientation, and a sense of humor.
- Detailed knowledge of and demonstrated proficiency in the use of Microsoft Office and Google productivity applications, including Microsoft Outlook, Word, Excel, PowerPoint and Google Drive, Sheets, Docs, Slides

Alignment to Culture and Values

- Commitment to the Foundation's mission and core values of equity, inclusiveness, diversity, openness, collaboration, trust and accountability
- Personal qualities of humility, capacity for self-reflection, and a sense of humor
- Discretion and ability to handle confidential issues

Compensation

The NorthLight Foundation is an equal opportunity employer committed to a diverse, inclusive and equitable workplace. We encourage qualified candidates without regard to race, creed, color, religion or belief, gender identity, sex, age, national, social or ethnic origin, sexual orientation, disability, marital, civil union or domestic partnership status, veteran status, genetic or family history, or any other characteristic or status protected by law.

Salary is commensurate with experience and the Foundation offers a highly attractive overall compensation and benefits package.

How to apply

Interested candidates should send their CV and a cover letter to: Salvatore LaSpada, Alchemy Philanthropy at sl@alchemyphilanthropy.com

Date: November 12th, 2018