

## **Job Description: Program Assistant**

### **The NorthLight Foundation**

#### **Job Summary**

The Program Assistant will provide administrative, research and grants management support to the Executive Director of the NorthLight Foundation. The NorthLight Foundation, a New York-based 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, who is energized by working in a start-up environment and is committed to the issues on which the Foundation is focused.

This position is an excellent opportunity for someone looking to learn about philanthropic grant-making and gain a deeper understanding of how strategic philanthropy can deliver results for the environment.

#### **Responsibilities**

##### **Workflow and Administration:**

- Assist in meeting management, including preparation of PowerPoint presentations, coordination of participants and attendees, documenting meetings, managing communications issues and follow-up
- Proofread and edit reports, memoranda, or other programmatic materials
- Support document management and storage
- Manage some communication with external partner organizations and grantees which may include phone calls, emails, in-person meetings under the guidance of the Executive Director
- Undertake research projects in the Foundation's areas of interest, as needed
- Plan and coordinate events for Foundation staff and grantees, including travel arrangements, venue management, and administrative logistics

- Provide additional administrative support as needed to the Executive Director including, but not limited to contract management, preparing expense reports, organizing information, data entry, task management

### **Grant-Related Administration:**

- Identify, implement and manage a grants management system for the Foundation's grantmaking
- Request administrative and support information relative to grantee proposals and grant action
- Establish and maintain appropriate files, including virtual grant file records
- Plan and coordinate logistics for site visits and major grantee meetings
- Maintain grantee contact information in a Foundation data base
- Assist with grant-related inquiries, coordinate responses, and maintain correspondence control records

### **Qualifications**

- BA/BS plus a minimum of 1-2 years of relevant office experience or equivalent work experience
- Demonstrated interest in and knowledge of environmental issues is important, but topic area expertise is not a requirement
- Highly functioning administrator who is proactive and able to self-manage, prioritize work assignments, problem solve, manage multiple deadlines, and represent the Foundation in any given environment if called upon to do so
- A team player with an ability to work with accountability and responsibility; ability to contribute to a positive, productive, open and supportive environment that motivates everyone to perform at their best
- Strong oral and written communications skills; ability to manage communications tactfully and professionally with high attention to detail and accuracy
- Demonstrated proficiency utilizing online information resources and data tools for information retrieval and data entry; experience undertaking internet-based research.
- 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
- Action-orientated and entrepreneurial self-starter who can work well independently and in teams

## **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.

This is a New York-based position which may require some limited travel.

## **How to apply**

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

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