

Position Description
Program Associate
The Telluray Foundation

About the Foundation

The Telluray Foundation (the “Foundation”) is a family foundation that seeks to promote and sustain vibrant communities within Littleton, Colorado, and the surrounding areas. The Foundation believes in a framework for thriving communities that includes economic vitality; environment, health, and outdoor recreation; leadership; arts; education; mental health; and local institutions. Our approach to philanthropy seeks to bring the right assets to support high potential organizations, including grants, loans, investments, network-building, mentoring and other kinds of non-financial support. Telluray Foundation is a lean organization, and everyone contributes to a broad range of responsibilities and activities.

Position Summary

The Foundation is seeking an impact-motivated and detail-oriented Program Associate. This position presents an exciting opportunity to join a committed team at a moment of growth and change, building for the next phase of the Foundation. The Program Associate position will be responsible for the smooth day-to-day operations of the Foundation, including assisting with the process around decision-making and the distribution of capital as well as financial processes (i.e., expenses, cash flow and transfers, etc.). The position will provide opportunities to show creativity, take initiative, learn many different facets of philanthropy, and grow into a more senior role. The Program Associate will report to the Program Officers and is anticipated to work primarily from the Foundation’s offices in Littleton, CO.

Responsibilities

Grants Administration Responsibilities:

- Assist in Board and Committee meeting management, including preparation of pre-reads and PowerPoint presentations, coordination of participants and attendees, documenting meetings, managing communications issues and addressing follow-up items.
- Prepare Board books for quarterly meetings that are concise, well-organized and complete. Acquire needed reports from grants software, investment managers, bookkeepers and others. Adjust processes and software workflows as necessary to make reporting as automated as possible.
- Support the Foundation’s relationship with the grants management software vendor (Fluxx), mastering the software and being able to independently make changes to forms, workflows and views within the system.
- Review grant letters, expenses and other foundation transactions for compliance with respect to rules governing private foundations; bring any potential issues to the attention of the Program Officers.
- Assist with grant-related inquiries, coordinate responses, and maintain correspondence records.
- Support the coordination of site visits and convenings or other events for Foundation staff and grantees, including travel arrangements, venue management, and administrative logistics.

Program Associate Responsibilities:

- Assist in the process to review and provide feedback to applicants on grant proposals, and engage in dialogue about project design, outputs and outcomes to help strengthen an organization's chances for success in accomplishing their goals
- Assist in the evaluation of proposals and due diligence process, potentially including interviews, visits, and review of budgets and financial information.
- Contribute to recommendations to the Program Officers and Board concerning proposals.
- Track desired outcomes and performance metrics to be used in assessing both supported organizations and the impact of the Foundation's grantmaking more broadly.
- Undertake research projects in the Foundation's areas of interest, as needed, to inform the strategy development process.

General:

- Proofread and edit reports, memoranda, or other programmatic materials.
- Prepare and submit Foundation expense reports and supporting documentation as needed.
- Participate in the investment meetings of the Foundation and support strong relationships with the various investment managers.
- Act as a liaison between the Foundation's IT resources and implementation of technical improvements.
- Other administrative duties as assigned.

Education, Skills, and Experience

- A bachelor's degree OR equivalent combination of education and experience.
- Comfort with financial terms and concepts, experience with private foundations or family offices, impact investing, program-related investments or recoverable grants strongly preferred.
- Excellent written and verbal skills. Able to synthesize a great deal of information into clear, defensible recommendations. Ready to back up conclusions with data and strong arguments, without being defensive.
- Fast learner with the ability to easily grasp and understand new concepts.
- Advanced knowledge of both Microsoft products with a demonstratable proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Experience with a CRM database; experience with Fluxx grants management software helpful but not required.
- Demonstrated experience in maintaining the confidentiality, safety, security, and privacy of the employer.
- Willing to travel throughout Colorado and occasionally out of state for site visits, conferences and meetings (10%).

Working Style

- Personal humility and ability to navigate power dynamics within philanthropy. Able to build trusting relationships quickly with partners, potential partners, Board members and peers.
- Ability to work independently as a project leader and as a team member. The successful candidate will be a "self-starter" who can both lead and follow as the situation requires.
- Must possess a high level of accuracy, attention to detail, and follow-through.
- Must be a critical thinker with the ability to exercise judgment, set priorities and cope with competing demands. Excellent time-management and general organization skills.

- Possess a hands-on, “No job too big or too small” attitude.
- Strong moral compass and sense of personal integrity and strong sense of stewardship of philanthropic dollars.
- Unwavering ability to tackle difficult or challenging issues openly, with tact and candor.
- Creative, resourceful problem solver.

Salary & Benefits

The salary range for this position is \$55,00-\$65,000, commensurate with experience, plus benefits, which include paid time off; 100% employee premium paid plan for medical insurance; retirement contribution; and professional development.

The Telluray Foundation seeks to fill this position with an ideal start date in spring 2022. To apply, please send a cover letter and resume to apply@telluray.org. Applications will be considered on a rolling basis. Candidates must successfully complete a background investigation, reference checks, employer provided assessments and drug screen. The Telluray Foundation is an Equal Opportunity Employer.