**PROGRAM ASSOCIATE**

**DESCRIPTION:**

The Liz Claiborne & Art Ortenberg Foundation is a leading philanthropic supporter of wildlife and community-based conservation work. The Foundation is looking for a bright, self-motivated, and creative professional to join our small team in New York City.

As a Program Associate for the Foundation, you will report to a Program Officer and assist with the administration of a global grantmaking portfolio focused on community-based conservation projects located in important wildlife landscapes. You will also work closely with an Administrative Assistant to ensure internal processes for the Foundation run smoothly. The scope of the role is broad; as a member of a four-person team, the successful candidate will need to be adaptable and comfortable in a work environment with frequently changing priorities.

The ideal candidate has a proven ability to think critically, write superbly, independently prioritize projects, and manage your time wisely. You must be someone who is excited to take on challenging projects with ambitious timelines. You must be undaunted by complex problems that may not have easy or obvious answers. You should have the ability to see the whole of a project, while also understanding the individual pieces of the puzzle. Experience completing technical/analytical work is valued as is the ability to communicate this work to any audience. This is a great opportunity for an early career professional looking for more experience in either philanthropic giving, conservation, or non-profit management.

**PRIMARY RESPONSIBILITIES**:

* Review grant proposals, progress reports, and final reports in relation to the programmatic interests of the Foundation and write summary reports or memos for internal and external use;
* Prepare and organize information relevant to grant recommendations to inform internal foundation discussions;
* Participate in meetings with prospective and current grantees, field thought-leaders, and other funders, as well as biannual board meetings of the Foundation;
* Manage research projects on specific issues under the supervision of the Program Officer;
* Organize and track grant portfolios using the Foundation’s grants management database and maintain electronic files of reference materials, budgets, and other accompanying documentation.
* Participate in occasional field visits and attend conferences to stay informed and up to date on conservation trends, funding opportunities, and partner foundations;
* Assist the Program Officer with external communication to a wide variety of audiences;
* Attend and draft minutes for semi-annual board meetings and other meetings as assigned;
* Assist with administrative duties related to meeting and/or field trip preparation and event planning;
* Serve as administrative backup when necessary, helping to answer phones, schedule meetings, book conference rooms, prepare grant letters, issue payments, and prepare mailings, among other duties.

**QUALIFICATIONS:**

* An undergraduate degree and at least 2-3 years of office experience. Experience in wildlife conservation, philanthropy, or related field is helpful but not required.
* Excellent writing, verbal, and presentation skills in English. Professional acuity in other languages such as French or Spanish a plus.
* Demonstrated ability to listen, communicate effectively, and show good judgment with a wide range of people and cultures.
* Excellent creative thinking, problem solving, analytical, and organizational skills.
* Strong attention to detail and ability to manage multiple projects and meet deadlines.
* Excellent interpersonal skills, with a team-oriented, collegial, diplomatic and flexible attitude.
* Knowledgeable and passionate about the Foundation’s mission.
* Sets high standards yet works with others with respect and humility.
* Ability to travel occasionally within the U.S. and overseas, and to work occasional evening and weekend hours.
* Standard computer skills required; experience working with grant-making databases and accounting software is helpful.

**APPLICATION:**

This position is based at the Foundation’s office in New York City. The Liz Claiborne & Art Ortenberg Foundation offers employees a supportive, team-oriented environment with highly competitive salaries and benefits, including comprehensive medical and dental plans, a 403(b) retirement plan with company contribution, disability and life insurance. This is a full-time, exempt position. Interested applicants should submit a cover letter and resume to Lori Cohen at lcaof@lcaof.org no later than March 15, 2020. Only those selected for an interview will be contacted.

**ABOUT THE FOUNDATION:**

The Liz Claiborne & Art Ortenberg Foundation is an invitation-only philanthropic foundation dedicated to the survival of wildlife and wildlands and to the vitality of human communities with which they are inextricably linked. We support conservation work in a number of key landscapes around the globe with a total grant-making budget of approximately $9 million a year. We emphasize a community-based approach to conservation and support the use of good science to inform sound public policies. We also emphasize the importance of collaboration and cooperation in crafting solutions to habitat protection, responsible natural resource management and sustainable economies.