

Program Associate

Baszucki Group

April 2023

The Organization

Baszucki Group is a social change venture that directs resources toward the greater good through mission-driven investments that improve human health, governance and the health of our planet and its ecosystems. Launched in 2021 by Roblox founder and CEO David Baszucki and best-selling author Jan Ellison Baszucki, we leverage private giving, impact investing, advocacy, storytelling, and community building to drive foundational change.

Our primary objective as a philanthropy is to transform mental health outcomes through working at the intersection of metabolism and brain science. Beginning with bipolar disorder, we direct resources toward innovative research and treatments, with a particular emphasis on neurometabolism as a key driver of brain function. We hope to build a movement of numerous stakeholders in the fields of metabolic neuroscience and metabolic psychiatry to help address the world's mental health epidemic.

The Position

The Program Associate's primary responsibilities will be to provide administrative and project management support to the Baszucki Group team. This includes project management, attending meetings and following-up on action items, and supporting the systems and tools utilized by the team. The Program Associate will provide a high level of excellence in data management, project coordination, written and verbal communication and organizational skills. They are a key member of a highly collaborative team committed to driving impact, continuous improvement, and a positive team culture with Baszucki Group and its affiliated family office. The Program Associate will report to the Chief Operating Officer until a Chief of Staff is hired.

Responsibilities

Project Management

- Attend key meetings and assist to effectively prioritize, plan, and follow-up on action items as needed; take notes and add to Salesforce
- Work with Grants and Systems Director to manage Salesforce data integrity and processes, including training and supporting staff on best practices
- Develop and implement system to audit and update Salesforce records on a regular basis
- Work with Grants and Systems Director to document grants processes, training materials and other tools/systems to enable efficient work
- Organize and maintain integrity of folders on Google Drive

- Support strategic planning activities, including collating information and contributing to strategies and presentations
- Conduct research, analyze data, and prepare reports
- Pitch-in across the team, as important deadlines or events approach

Administrative

- Working alongside other team members, assist with in-person and virtual event planning, including meeting preparation, agenda development, coordination, logistics, etc. for board meetings, scientific advisory board meetings, and other external stakeholder meetings
- Prepare reports and correspondence as needed; assemble materials and mailings
- Work with team members to draft, format, and proofread materials, including memos, spreadsheets, PowerPoint presentations, and other documents
- Track and help manage the program's workflow and deadlines
- Undertake special projects as assigned or initiated

Communications

- Manage and update content on Baszucki Group website
- Monitor multiple inboxes by processing incoming and outgoing written correspondence.
- Serve as the first point of contact in compiling, reviewing and responding to letters of inquiry and unsolicited grant requests. Refer inquiries as needed, and if necessary, communicate decisions.
- Draft written content as needed

Desired Competencies

- Bachelor's degree or equivalent experience and at least three years related experience
- Strong interest in philanthropy and/or nonprofit sector as evidenced through education, previous jobs and/or volunteer experience
- Meticulous attention to detail
- Exceptional project management, oral and written communication skills
- Excellent interpersonal skills
- Personal qualities of integrity, credibility and discretion about confidential matters
- Proven ability to prioritize and work with a variety of stakeholders and meet deadlines
- Experience with Google Workspace, Microsoft Excel and database programs

Key Attributes

- Curious

- Entrepreneurial
- Collaborative
- Inclusive
- Flexible
- Hands-on
- Discreet
- Sense of humor

Location

The position will be based in San Mateo, California, with the expectation of weekly in-person meetings.

Compensation & Benefits

Baszucki Group, via its affiliated family office, provides a generous total compensation package that includes a competitive base salary and comprehensive benefits to support employee's life, health, and well-being. Offers are based on the candidate's skills, years of experience, and salary equity within our organization. Baszucki Group is committed to competitive salary and benefits, equity and inclusion, learning, training and professional development opportunities.

Our benefits package includes:

- Fully paid medical, dental and vision insurance for employees and their dependents
- Life insurance, short and long-term disability coverage at no cost to employees
- 401(k) retirement savings plan with match
- Unlimited PTO, 11 paid holidays, and soft winter shutdown
- Pre-tax flexible spending accounts for medical and childcare expenses
- Staff directed donation program
- Professional development opportunities

The starting salary range for this position, based in California, is between \$80,000 USD and \$110,000 USD annually. The exact offer will be determined by a variety of factors, such as the candidate's individual skills, qualifications, and experience relative to the requirements of the role.

Palo Alto Staffing has been retained by Baszucki Group to perform this search. Please submit a cover letter and resume to David Chie dchie@paloalstaffing.com.

Employment is contingent upon a satisfactory background and reference check, which will include a credit and criminal report as well as verifications of employment and education records, in a manner consistent with applicable federal, state, and local laws. Please note that we will consider

qualified candidates with criminal histories in a manner consistent with the law. Candidates must be legally authorized to work in the United States.

We are proud to be an equal opportunity employer. We consider all qualified applicants for employment, regardless of age, ancestry, citizenship or immigration status, color, disability, ethnicity, familial status, gender identity and/or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other protected status.