

POSITION DESCRIPTION

Program Manager

Aviv Foundation - October 2016

The Aviv Foundation is a start-up family foundation located just outside Washington, DC. We are excited to be hiring our second employee who will help support the growing operational and grantmaking agenda for a best-in-class, private, family, philanthropic foundation.

Our work is focused on two primary areas: First, we seek to empower disadvantaged children to break the cycle of poverty. Second, we promote deep engagement with Jewish learning, texts, values, and tradition, all within an open and inclusive framework.

Our approach is to strive to develop authentic partnerships with organizations and other funders, ones in which we learn together, demonstrate mutual respect, and work in concert to help organizations reach their missions.

The Program Manager will be responsible for ensuring Aviv operates with excellence, both in our internal management, diligence, and operations, and in our external communications and interface with colleagues. The Program Manager will be involved with every element of what we do, supporting and working in close thought partnership with the Executive Director and our Board, as well as operating with significant autonomy.

We are looking for someone who has a growth mindset, and who will bring enthusiasm, intelligence, and energy to our vision. This person must be excited to work in a start-up environment, finds resonance with our mission, and is committed to our culture and values.

Job Summary - *What will you do?*

The responsibilities of the Program Manager will be diverse and varied, with extensive opportunities for learning and growth. This will likely include:

- Researching and conducting due diligence on potential organizations, grants, and investments for funding consideration.
- Maintaining relationships with grantees, related organizations, other foundations, and the Aviv Foundation Board.
- Implementing and maintaining systems to track and evaluate the work of the Foundation.
- Developing written materials, presentations, summary research, agendas and other materials for the Aviv Foundation Board.
- Overseeing logistics, content, and communications associated with creating and maintaining the Foundation's website.
- Creating and maintaining an office space that reflects our culture and meets our needs.
- Partnering with the Executive Director in making the Foundation a learning organization, sharing relevant insights, learnings, and observations.
- Being a full and active partner in reflecting the Foundation's mission, values, and high standards of excellence.

Qualifications - *What do we expect you will bring?*

- Bachelor's degree and around 3-5 years relevant experience in foundations, not-for-profit organizations, corporate responsibility, or social impact. We want a candidate who has made positive social change, and can apply that experience to our work.
- Ability to work well with others in a close team environment.
- Ability to develop and execute smart operational plans.
- Excellent written and oral communication and listening skills.
- Curiosity, interest, and commitment to the priority giving areas of the foundation.
- Attention to detail, dedication to quality, accuracy, and thoroughness, and a spirited willingness to be as hands-on as necessary.
- Desire and ability to grow, be flexible, learn new skills, and be an active member of the Foundation team during its initial developmental stage and beyond.
- A sense of humor, patience, honesty, and a positive attitude.
- The humility, interpersonal approach, and sensitivity to funder-power dynamics that reflect the values of the Foundation.

Benefits - *What will you enjoy?*

- A positive, trusting, team-oriented work environment, driven by the knowledge that the work we do is making positive social change.
- The opportunity to learn new skills and gain valuable experiences, and to grow along with the Foundation as it grows.
- Independence and ownership of responsibilities.
- Strong support and a supervisor strongly committed to your success.
- A full and generous compensation and benefits package.

To Apply

Please send a resume with a short explanation of how your prior experiences relate to this role to info@avivfoundation.org.