



PROGRAM ASSOCIATE

POSITION DESCRIPTION

ABOUT US

Founded by George and Jane Russell, The Russell Family Foundation (TRFF) provides a way for their extended family to make a quiet, positive impact in the community. TRFF does so by providing funding to address environmental sustainability, regional challenges and global peace, as well as investing in the development of grassroots leaders. With a strong commitment to the Puget Sound region, especially Pierce County, the Foundation partners with community for a stronger, more vibrant region. We are hiring a Program Associate dedicated to Jane's Fellowship Program, one of the Foundation's core programs.

The Russell Family Foundation Key Facts:

- 70 active grantees
- Awarded \$4.8 million in new grants in 2020
- \$146 million in grants distributed since TRFF's inception in 1999
- \$135 million in mission-aligned impact investments

Please visit www.trff.org to learn more about us including our grantmaking programs, grantee partners and impact investments.

OPPORTUNITY

TRFF seeks a highly collaborative and exceptionally organized individual to join our team as Program Associate for Jane's Fellowship Program (JFP). This full-time position is responsible for providing programmatic and administrative support for JFP, a year-long program that develops and supports a diverse network of grassroots leaders serving Pierce County. TRFF is headquartered in Gig Harbor, though the position requires routine travel throughout Pierce County. Given the pandemic, the role will be primary working remotely until it is safe to return to in-person work.

POSITION SUMMARY

The Program Associate is responsible for providing program and administrative support to JFP to ensure that all aspects of the program run smoothly. The Program Associate works closely with the Program Manager and other members of the TRFF team to support recruitment and implementation of JFP. This support includes co-facilitating the program and stepping in during the Program Manager's absence to ensure a supportive cohort setting. The program offers monthly skill-building and learning opportunities, 2 overnight retreats, "Graduation" events, and routine opportunities to develop relationships and community among the Fellows (a racially and ethnically inclusive cohort of typically 12-13

people annually). The Program Associate also supports the JFP Graduate Network which maintains connection and community among alumni of JFP.

The ideal candidate is highly organized, has strong administrative, problem-solving and project management skills and enjoys managing the day-to-day details so Fellows can fully engage with the program. He/she/they centers empathy, works effectively and authentically with people from culturally and ethnically diverse backgrounds and uses facilitation skills to foster collaboration, including navigating and resolving conflict. The preferred candidate is inspired by and committed to the development of grassroots leaders to address challenges facing our region.

PRIMARY RESPONSIBILITIES

- Under the guidance of the Program Manager, prepares and supports the annual recruitment process for Fellows. This includes development of program materials, in-person outreach to prospective Fellows, and structuring the selection process.
- Manages the organization and planning of meetings and program implementation throughout the program year including scheduling and logistics, tracking attendance, preparing meeting materials, arranging catering, managing facilities set-up and clean up, and note-taking.
- Fields calls and inquiries about JFP, responds to questions and makes connections to other resources when necessary.
- Handles inquiries from Fellows and graduates, problem-solving with the team for solutions when necessary. Facilitates individual meetings with Fellows when requested.
- Manages and maintains fellowship stipend reports and other program requirements including communicating with Fellows to remind them of key deadlines.
- In collaboration with the Program Manager, shares in facilitation of meetings including fellowship dialogues, Saturday Sessions, retreats and other activities.
- Supports the Graduate Network, including logistics, event planning and administrative tasks.
- Supports evaluation, documentation, research and future planning for JFP.
- Assists in the design and implementation of specific fellowship projects.
- Provides administrative and calendar management support to the Program Manager.
- Supports the development and preparation of materials for key internal meetings, including TRFF's Board of Directors and board committees.
- Represents TRFF and JFP in the community through participation in conferences and local speaking or informational events.
- Performs other duties as and when required.

QUALIFICATIONS

- Demonstrated experience with event planning and support and/or program management.
- Excellent administrative and project management skills; proactive in anticipating and addressing challenges.
- Experience and comfort using Microsoft Office Suite (Word, Excel, PowerPoint), Outlook to manage calendars, and the ability to adapt to new technology.
- Excellent attention to detail and follow-through.
- Demonstrates flexibility and patience with changing priorities and a “can do” spirit.
- Ability to exercise discretion and handle confidential information in a professional manner.
- Strong oral and written communication skills, including proofreading and editing.
- Strong interpersonal skills and demonstrated capacity for empathy.
- Skillfulness and experience as a facilitator is a plus, including navigating conflict productively.
- An orientation toward the good of the team and instinctively takes a collaborative, inclusive approach.
- Understanding of issues related to racial equity and demonstrated comfort engaging in conversations about race, diversity, equity and inclusion.
- Ability to travel locally.
- Ability to work a varied schedule, including at night and on weekends (typically twice a month) when the program convenes.
- High School diploma or GED Equivalent and three years of professional work experience in an administrative or programmatic role.
- Access to a reliable car is required to connect with the community and participate in face-to-face engagements with Fellows across Pierce County.

COMPENSATION

TRFF values integrity and life-long learning. We seek to demonstrate these values in all of our activities and our workplace. Salary ranges are set according to an explicit compensation policy, and relevant data are reviewed when setting ranges for each position. The starting salary range for this position is \$59,400 - \$74,300. We offer a comprehensive benefits package that includes medical, vision and dental insurance for employees and dependent children (and partial coverage for partners and spouses), life insurance, generous paid time off, a 401k retirement savings plan, and tuition assistance. We encourage candidates that reflect the diversity of the Pierce County region, bring relevant lived experience to the position and have roots in the region.

TO APPLY

Please submit a resume and cover letter expressing your interest in the role to careers@trff.org. Priority review of applications will be given to those received by **FRIDAY, FEBRUARY 19 AT 5PM**. We will acknowledge receipt of all applications. Given the volume of applicants we anticipate for this role and our desire to ensure an equitable hiring process, we will not be taking calls from prospective applicants. However, if you need assistance or accommodation to submit your application, please contact us at careers@trff.org or 253-857-1655.