Program Associate, Education

Stuart Foundation | San Francisco, California

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**Background**

The Stuart Foundation is a private family foundation based in San Francisco.

The Foundation invests financial resources and staff time in a coordinated set of programs, activities, research, and policy analysis to improve opportunities for children and youth to become self-reliant, responsible and contributing members of their communities.

The Foundation works toward the development of effective education and child welfare systems in California and Washington so that all levels of the systems have the capacity to provide opportunities for all students to be engaged, learn and achieve in school and develop the skills, knowledge and ability to be successful in further education or career choices. The Foundation supports programs and practices as demonstrations for system-wide dissemination that will inform policy.  The Foundation supports selected school districts and systems of schools that provide comprehensive and integrated educational and developmental opportunities for young people and that consciously apply youth development principles in their work.

The Foundation’s work to improve systems in support of children and young people is intended to result in positive impact for all children and youth.  The Foundation also recognizes that there are many children and young people who face much more challenging circumstances and who do not have families with the capacity to meet their developmental and educational needs.  Therefore, the Foundation specifically directs significant resources, energy and staff to provide support to those in the child welfare system and may identify other populations for concentrated effort in the future, particularly those who may be most likely to benefit from additional support.

The Foundation has an asset base of $505 million, a staff of 23, and makes charitable expenditures of approximately $26 million per year for the benefit of children and youth in the states of California and Washington.

**Job Summary**

This position contributes to and supports the Foundation’s work in Education.  The Program Associate reports to the Director of Education and provides efficient, proactive administrative, clerical, and programmatic support to develop and implement program area grantmaking and related activities.

**Reports To**

Director, Education

**Responsibilities**

PROGRAM SUPPORT

* Assists in the preparation of materials for the quarterly Board book, including preparation of documents, monitoring the flow of content, proof reading and editing, formatting, and developing handouts/appendices/charts; provides final versions of Board book materials to Grants Management.
* Plans and coordinates program area meetings, both at the office and off-site. This includes coordination of meeting participants’ schedules, reserving and setting up room, ordering meals, arranging for equipment, and cleaning up after the event, with assistance from the Convening Support Team. Responsible for meeting materials and minutes.
* Attends meetings related to program area and takes minutes, follows up on action items and provides logistical support as needed.
* Maintains all paper and electronic program files for the Education Program.
* Assists in creation of PowerPoint presentations as needed and assists the Director by ensuring that necessary equipment is available and set up for presentations.
* Gathers information for the program area and special projects as assigned by the Director.
* Provides support for evaluation of grants, closing reports, and cluster reviews, including gathering data and drafting reports.
* Provides support for creating and updating program-related content on the Foundation website.
* Keeps program budget report up to date.
* As requested, assists the Education Team with computer software support.

 PROPOSAL ADMINISTRATION and PROCESSING

* Acts as an initial point of contact for unsolicited telephone and email inquiries regarding the program and refers inquiries to the Director, as appropropriate.
* Performs preliminary screen for completeness of Letters of Inquirys (LOIs) and proposals.
* Monitors the flow of LOIs and proposals to ensure that requests are reviewed in a timely manner, and applicants and Foundation staff are kept informed of the progress of the request; keeps Grants Manager informed of the status of pending requests.
* Creates and electronically distributes decline letters for review and completion by assigned Education Team members.

 GRANTS ADMINISTRATION

* Provides customer service to grantees regarding grant requirements, status, and questions.
* Prepares drafts of grant letters, grant agreements, reporting schedules, and payment schedules for approval by the Director.
* Supports grantee reporting by ensuring that reminders are sent; that reports are received, reviewed and approved by the program team, and that approval is documented in the file and database; keeps Grants Manager informed of status of grantee reports.
* Responds to requests for information and status in a timely way; keeps the Education Team informed of the status of grantee reports and other information in accordance with Foundation policies.
* Works with the Grants Manager to identify needs for new procedures or policies, clarification and/or modification of existing policies and to develop recommendations for further discussion at the Program Meeting; serves as liaison for the team..
* Is familiar with legal and regulatory requirements that impact grants administration.

 EXECUTIVE ASSISTANCE

* Maintains the Director’s electronic calendar and keeps reception informed of changes in schedule each day.
* Plans and coordinates meetings, appointments, and site visits, and makes travel arrangements for the Director and guests of the Education Program.
* Keeps program area contacts database up to date.
* Assists the Director in other tasks as assigned.

 INTERNAL TEAMWORK/FOUNDATION-WIDE SUPPORT

* Contributes to the development of a supportive and collaborative work environment by participating on committees and task forces, internal collaborations, and staff meetings.
* Serves as the Education Program’s representative on the Foundation-wide Convening Support Team, which plans and implements all convenings and meetings.

**Qualifications**

* At least five years of experience in an administrative or program support position.
* Ability to plan and prioritize workflow and meet deadlines.
* Ability to work independently, take initiative, and be solution-oriented.
* Excellent attention to detail, accuracy, and follow-through.
* Flexibility and a “can do” attitude; willingness to assist others as needed.
* Excellent written and oral communication skills.
* Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
* Experience with grants management databases and/or Salesforce platform is desirable.
* Keen interest in the field of education; knowledge of or work experience with schools, education systems, or other educational settings is desirable.
* Bachelor’s degree or equivalent knowledge and experience are required.

**Compensation**

The Stuart Foundation provides a competitive salary commensurate with qualifications and experience and an excellent benefits package.