

**Program Associate/Officer**  
**Grove Foundation**  
**Los Altos, California**

**Program Associate/Officer**

The Grove Foundation

**Reports To:**

Program Director

**The Organization:**

The Grove Foundation is a philanthropic family foundation based in Los Altos, California.

**Principal Responsibilities:**

- The Program Associate or Program Officer will be responsible for programmatic work relating to the Foundation's safety net/career training and women's health programs. The position's title and the level of responsibility will be determined in part by the experience and skills of the selected candidate.
- Work with the program director to define and execute grant programs
- Perform research on issues, communities and organizations of interest; author reports and presentations
- Conduct grants administration, including reviewing and processing grant proposals and reporting on grantmaking activities
- Serve as a liaison between the Foundation and the communities and organizations with which it works
- Monitor developments in program fields and communities in which the Foundation has an interest
- Provide support for Board meetings and key community meetings
- Provide additional program support to the Program Director
- Perform ad hoc projects
- Other duties as assigned

**Experience:**

Previous experience in a related field (health/human services/nonprofit/ philanthropy) is required.

**Education and Skills:**

The ideal candidate will at a minimum have a Bachelor's degree or the equivalent. This individual should have excellent analytical, writing, and communication skills. He or she should be proficient in the Microsoft suite and comfortable using databases and producing reports.

**Personal Skills/Attributes/Qualifications:**

- Rigorous, creative, and persistent in defining and problems and identifying solutions; a strategic-thinker
- Able to work well with partners within and outside of the Foundation; dynamic interpersonal skills
- High personal and professional standards
- Flexible and willing to help make a small organization run effectively
- Values and interests consistent with the goals of the Foundation

**Compensation:**

The Foundation offers competitive compensation commensurate with experience and excellent benefits.