Program Associate

David and Lucile Packard Foundation | Los Altos, California

POSTED APRIL 18, 2014

**Job Summary**

The Children, Families, and Communities (CFC) Program of the David and Lucile Packard Foundation seeks a talented and enthusiastic Program Associate to join our Children’s Health team. The Children’s Health team has supported significant efforts that strive to ensure that all children have health insurance coverage and is currently expanding its practice to address early nutrition and the intersection of children’s health and early learning. The position is full-time, nonexempt, and reports to the Program Operations Manager. Working with CFC and the Children’s Health team provides a unique opportunity to learn deeply about children’s health issues across the U.S.

The David and Lucile Packard Foundation (Foundation) is a family foundation that is guided by the enduring business philosophy and personal values of Lucile and David Packard, who helped found one of the world’s leading technology companies. Their approach to business and community participation has guided our philanthropy for 50 years. Today, their children and grandchildren continue to help guide the work of the Foundation. The Foundation makes grants at the local, state, national, and international level. The Foundation expects to grant awards of up to $300 million in 2014.

The Foundation works on the issues their founders cared about most, which are

* Improving the lives of children
* Enabling the creative pursuit of science
* Advancing reproductive health
* Conserving and restoring the earth’s natural systems
* Supporting and strengthening an array of local nonprofit organizations

A staff of 110 conducts the day-to-day operations of the Foundation and a Board of Trustees oversees the work of the Foundation. David and Lucile Packard passed onto the Foundation the following core set of values: integrity, respect for all people, belief in individual leadership, commitment to effectiveness, and the capacity to think big.

**Overview of the Children, Families, and Communities Program**

Drawing on the inspiration and leadership of Lucile Salter Packard, the Foundation has a major interest in the health and well-being of children. CFC strives to ensure that all children have the opportunity to reach their full potential. Its grantmaking strategies address two interrelated and fundamental needs that must be met for children to thrive: education and health.

**Responsibilities**

Coordination of Grantmaking Process

The primary responsibility of the Program Associate is to work and coordinate all aspects of the grantmaking process. Key responsibilities include, but are not limited to:

* Serve as the point of contact for applicants and provide them with assistance as they move through the grantmaking process
* Review applications for accuracy and completeness and obtain additional information as necessary
* Enter application data into our grants management database (GIFTS)
* Organize, maintain, and update electronic grant files and periodically review grants database to ensure data accuracy
* Ensure that Program Officers and/or other staff have complete and accurate information about the status of grants at any point in the process
* Coordinate with other staff throughout the Foundation during the grantmaking process
* Monitor existing open grants to ensure they are moving through the process in a timely manner and that all deadlines are met
* Maintain grant award tracker and verify tracker data for accuracy
* Assist with staff requests for data on past, existing, and pending grants and clearly and succinctly summarize and communicate the data
* As directed, may conduct special projects such as research on relevant topics and analysis of grant or other data

Administrative and Operations Assistance

* Compose general correspondence, memos, grant summaries, and other documents, as needed
* Proofread and edit documents
* Assist with planning, implementation and follow-up of special events such as grantee convenings and other Foundation-hosted meetings
* Organize, schedule, and manage logistics for internal team meetings
* Support Program Officers and the Director with scheduling, logistics, and other administrative tasks as requested
* Organize and assemble relevant information for correspondence, reports, and meetings
* Take notes and keep records of team meetings as needed
* Organize and maintain electronic files
* Participate in Foundation-related activities such as Foundation-wide systems changes
* Represent the Children’s Health team and/or the CFC program on relevant Foundation-wide teams or other projects/teams
* Assist with identifying and implementing process and systems improvements

**Qualifications**

**Knowledge, Skills, and Abilities**

* Interest in children, families, and communities issues is necessary and some knowledge of children’s health and nutrition is preferred
* Highly organized with an uncanny attention to detail
* Excellent written and oral communication skills
* Excellent grasp of technology; advanced computer skills, including working knowledge of the Microsoft Office Suite
* Database experience strongly preferred
* Experience and interest in social media tools is a plus
* Excellent judgment and high degree of professionalism
* Ability to meet deadlines and to multi-task while working well under pressure
* Demonstrated ability to anticipate information needed as situations and projects develop
* Demonstrated skills in working well and flexibly as a team member
* Ability to build effective working relationships with staff across the Foundation that enables efficiency in all processes
* Ability to represent the Foundation to persons outside the organization and to interact with all in a professional, courteous, and tactful manner
* Ability to exercise judgment in screening phone calls and mail, and in handling confidential information
* Willingness to learn and grow
* Sense of humor
* Ability to work overtime, as needed

**Physical Demands**

Candidate must have the ability to communicate via voice telephone, read and understand written communication, and generate written communication manually and using a computer. Candidate must also have the ability to sit at a desk for 2-3 hours at a time, lift and move documents, and supplies not to exceed 25 lbs., and bend to file and retrieve documents.

**Education and Experience**

College degree or equivalent education and experience; and a minimum of three years of related administrative support experience.

**Compensation**

We offer excellent benefits and compensation that is commensurate with education and related work experience. The position is full-time, nonexempt, and located in Los Altos, CA.

**How to Apply**

Email a one page cover letter explaining your interest and how your skills and work experience fit the position and a resume to jobs@packard.org. Please reference job number 14-11-4510R in the
subject line.