



Andrus Family Fund and Andrus Family Philanthropy Program Program Associate

The Andrus Family Fund/Andrus Family Philanthropy Program (AFF/AFPP), a fund of the Surdna Foundation, seeks a **Program Associate** to join a path-breaking fifth-generation family philanthropy. The AFF/AFPP team is searching for a Program Officer to join their team at an exciting time as AFF/AFPP is currently under new leadership and has begun a strategic planning process which will help determine the future direction of the fund and its grant making priorities. The Program Associate will play an important role in contributing ideas and administrative leadership to the future of the AFF and AFPP.

The Andrus Family Fund (<http://www.affund.org>), the first and most robust program of the Andrus Family Philanthropy set of programs was established in 2000 to give Andrus family members between the ages of 25 and 45 an opportunity to learn about and participate in organized philanthropy. Legally a sub-fund of the Surdna Foundation and subject to its oversight, AFF has always operated largely autonomously with a highly engaged Board, its own mission statement, grantmaking programs, and independent reputation. The fund makes annual grants to more than 50 nonprofit organizations around the country. AFF currently focuses its work in two programs: Transitioning youth from the foster care system and community reconciliation (community organizing) and is guided by a commitment toward a racially equitable and socially just society, which the Fund defines as one in which the distribution of resources, opportunities, and burdens are not determined or predicated by race or social class.

The Andrus Family Philanthropy Program is a group of programs all with the goal to engage the more than 400 extended family members in philanthropy by promoting meaningful public service and philanthropic activities. While the Andrus Family Fund operates as an independent grant making arm of the Surdna Foundation, it actively collaborates with the teams at the Surdna Foundation. For more information on the Surdna Foundation please visit www.surdnafoundation.org

Responsibilities:

The Program Associate (PA) for the Andrus Family Fund and Andrus Family Philanthropy Program is chiefly responsible for providing all administrative support for the program, including two professional staff members: an Executive Director and a Program Officer. The administrative aspects of the position involve

- Formatting, editing, and proof-reading grant dockets.
- Reconciling program grants and strategy with the program budget quarterly.
- Coordinating calendars, scheduling meetings and phone calls, and arranging travel plans for the Executive Director and Officer.



- Creating and submitting program expense reports; organizing meetings and special events that support the program's goals; daily phone and email interaction directly with grantees, grant seekers and Andrus Family Fund Board of Directors as well as members of the Family Involvement Committee of the Surdna Foundation Board.

In addition to program administration, the Program Associate will have ample opportunities to engage in substantive programmatic refinement and grantmaking support to the portfolio through the following:

- Review and response to letters of inquiry submitted by grant seekers.
- Manages the intake of letters of inquiry and grant proposals for the Andrus Family Fund.
- Sends declination letters to grant applicants that will not receive grants.
- Works with program staff to invite new proposals, and assists Program Officer and Executive Director throughout the proposal process.
- Works closely with Program Officer to track and review grant proposals and progress reports for completeness and compliance with IRS regulations.
- Responds to applicant and grantee questions regarding proposal status, subsequent payments, and other administrative inquiries.
- Works with Program staff to review prospective grantee financial statements and organizational budgets.
- Drafts, proofreads and sends out grant agreement letters.
- Codes and updates grant records in the grants management system.
- Assists the Program staff in the review of docket materials (prepared by program staff) and preparation of dashboards and other data visualizations to reflect the Foundation's state of grantmaking and recommendations.
- Follows up with grantees to return paperwork for payment and reporting.

Beyond working with program staff and grantees, the Program Associate works collaboratively with the Grants Manager of the Surdna Foundation and the Office of Grants Management to track payment and assure that the Andrus Family Fund's due diligence process meets standards. The PA works closely with the Office Administrator in maintaining office systems such as filing, kitchen maintenance, reception coverage, and Board Meeting support. Additionally, the PA works as a part of a small team of Program Associates that support the other grantmaking areas at the Foundation, providing each other with mutual support on coordinating cross-programmatic grants, events, and other initiatives and peak periods for the Foundation.

The successful candidate is a confident, analytical, and agile problem-solver with the ability to handle several programmatic and administrative tasks simultaneously, while maintaining poise and patience. The successful candidate also has a demonstrated educational background and/or professional interest in at least one or more areas of the Andrus Family Fund. This position offers exceptional access to the youth development, foster care, juvenile justice and community organizing with social justice and racial equity lens.



Qualifications:

- BA/BS degree required. An academic degree in a related field and an interest in social and economic justice, youth development, foster care and/or community organizing issues are highly preferred.
- A minimum of two years work experience is required, preferably within an administrative and programmatic capacity.
- Previous work experience within a nonprofit or grantmaking foundation is a plus.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook.
- Excellent analytical and communications skills, namely writing and oral presentation skills.
- A strong team player with a diplomatic, professional manner, and a sense of humor.
- Commitment to applying professional and personal skills broadly within the Andrus Family Fund and the Surdna Foundation in support of its mission and interest to engage in more cross-programmatic initiatives.

Competitive salary and excellent benefits.
Surdna Foundation is an equal opportunity employer

Application Instruction:

Submit a cover letter and current resume via e-mail to:
Theresa Kon, Senior Talent Consultant, Forrest Solutions
Email: tkon@fss-staffing.com

Submissions accepted on rolling basis.
Deadline for Submissions is Friday August 30th, 2013