



Program Associate

Tauck Family Foundation | Flexible, Connecticut

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Background

The Tauck Family Foundation is a private family foundation. Our mission is to invest in the development of social and emotional skills that lead to better prospects for children from low-income families in Bridgeport, Connecticut. We partner with education-focused nonprofits to strengthen their organizational capacity in the areas of strategic leadership, outcomes-focused management, performance management, and program effectiveness so they can, in turn, support Bridgeport children to cultivate the skills needed to take control of their futures, succeed in their education, break the cycle of poverty, and reach their full potential. The Foundation has assets of approximately \$22 million and a small professional staff, as well as an active and committed Board of Directors representing three generations of the Tauck family. For more information, please visit our website at www.tauckfamilyfoundation.org.

Job Summary

The Program Associate will support the Executive Director with the management of the Foundation's social investment portfolio and other grant-making activities, and take a leading role in providing operational and administrative support to the Foundation. We anticipate duties to be broken down as follows: 60% on social investing and related activities and 40% on administrative tasks and operations.

Responsibilities

Social Investing and Grant-Making

Work closely with the Executive Director on the distribution of all grants and social investments.

Assist the Executive Director in the provision of capacity building support to investees, including the development of annual plans and identification of appropriate technical assistance in the implementation of their plans.

Aid the Executive Director with investee grant reporting review, annual organizational assessments, and the analysis of organizational outcomes and social and emotional learning data gathered from investees.

Establish close working relationships with investees, as appropriate, and constantly seek ways in which the Foundation might improve the effectiveness and efficacy of its support to them.

Support the Foundation's knowledge building and sharing work, including planning and implementation of investee cohort gatherings and expert advisor convenings; identifying consultants to provide knowledge building and sharing support to investees; and disseminating the Foundation's knowledge and learning with investees and the broader community.

Maintain in-depth knowledge of the Foundation's focus areas – including methods, current issues and trends, and key partners/stakeholders – through research, conferences, literature review, communication with relevant professionals, etc.

Respond to unsolicited inquiries and information requests, explaining eligibility guidelines and assessing the value of further conversations and/or opportunities for collaboration.

Provide operational and logistical support for investee and

consultant meetings, site visits, and cohort meetings.

Strategy, Planning, and Performance Management

Work with Executive Director to implement the Foundation's strategic objectives.

Help the Foundation develop systems and processes for managing its own performance, including monitoring data and preparing reports on progress towards investee outcomes.

Human Resources/Capital Management

Provide support related to administrative and operational practices and processes, as needed.

Conduct tactical human resource activities and provide administrative support on consultant contracts/statements of work.

General Administration

Serve as the Foundation's ad hoc Administrator, managing all aspects of the Foundation's day-to-day operations, including: incoming and outgoing correspondence, purchasing office supplies, meeting planning and logistics, filing, information technology, and hosted facilities.

Provide general administrative and operational support and carry out other duties and special projects, as requested.

Governance and Board Relations

Provide administrative support to the Executive Director and Board of Directors to ensure that appropriate organizational policies and procedures are adhered to and the Foundation is in compliance with relevant laws and regulations.

Work with the Executive Director to support all Board meetings, including scheduling, logistics, site visits, preparing minutes, proofreading reports and materials, and updating the corporate binder.

Financial Management

Using QuickBooks, prepare checks and manage accounts payable, cash flow, and expense information.

Manage credit card reconciliations, external vendor contracts,

and expense reimbursements.

Provide support to the Executive Director in the preparation of materials needed for tax returns; help prepare annual budget and quarterly financial statements, as needed; and implement the Foundation's financial and other internal controls to protect the Foundation from fraud and abuse.

Communications and Outreach

Build professional relationships with key stakeholders and represent the Foundation at meetings, conferences, etc., as appropriate.

Maintain contact database and assist the Executive Director with website, public relations, social media, and other communications, as needed.

Serve as "front-line" representative for Foundation communication, responding to inquiries via phone, email, and mail.

Qualifications

Requirements and Qualifications

Commitment to the mission of the Tauck Family Foundation, including enthusiastic interest in education and developing the social and emotional skills of children from low-income families. Familiarity with Bridgeport, Connecticut a plus.

Three or more years of work experience in the non-profit, education, philanthropy, and/or social investing fields preferred.

Strong social, emotional, and interpersonal skills; active listener, empathic, and inclusive.

Responsible, highly organized, detail-oriented, and efficient, with proven ability to handle multiple projects to completion; manages time effectively and meets deadlines.

Self-motivated, proactive attitude; ability to work independently, anticipate needs, take initiative, think critically, and solve problems; comfortable working as part of a small team.

Excellent written and verbal communication skills. Social media skills desired.

Fluency with the Microsoft suite of products, and experience

with QuickBooks preferred.

Familiarity with performance management and database software a plus.

Valid driver's license and ability to travel throughout Fairfield and New Haven counties required.

Bachelor's degree required. Master's degree preferred.

Compensation

Hours and Compensation

The Program Associate is a full-time, 40 hour per week position. The Program Associate will be required to work during two evenings and two Saturdays per year for Foundation Board meetings. The position is located in Norwalk, Connecticut with the opportunity to work from home one day per week. The salary range for this position is \$55,000-\$65,000, commensurate with experience and education. This position is eligible for benefits, including 401k retirement plan, short-term disability insurance, and health insurance. The Program Associate will report to the Executive Director.

How to Apply

Interested candidates should submit their cover letter and resume to Mirellise Vazquez at mirellise@tauckfoundation.org by April 15, 2015; preferred start date is June 1, 2015. Please note that finalists will be subject to background and reference checks, and writing samples will be requested. No telephone inquiries, please.

The Tauck Family Foundation is an equal opportunity employer.

Tauck Family Foundation

(<http://www.tauckfamilyfoundation.org/>)

SUBJECTS: **PHILANTHROPY / VOLUNTARISM**

JOB TYPE: **PROGRAM**

LOCATION: **CONNECTICUT**