Job Description: Program Associate, Local Domain

Opportunity

Are you a curious and committed collaborator? Are you looking to bring your administrative experience and personal passion to advance philanthropic projects and partnerships in the Twin Cities community? Are you ready for a role that's responsible for coordinating programmatic and grantmaking processes at a global foundation?

GHR is seeking a program associate to contribute to an exciting team that collaborates with internal and external partners in the Twin Cities in our Catholic Education and Twin Cities Racial Equity programs.

Organization Background

GHR Foundation is a hope-fueled global funder of service to people and their limitless potential for good. In collaboration with partners and communities around the world, GHR reimagines what's possible when accelerating progress locally – toward racial and educational equity in our community; globally – through change-making approaches to persistent development challenges; and in biomedical – on groundbreaking research to prevent Alzheimer's Disease and related dementias.

Position Summary

The program department stewards $50M+ in resources to pursue the foundation's impact goals within three domains: Biomedical, Global and Local. The program associate is responsible for supporting administrative coordination and quality grantmaking, documentation, and partnerships for one or more programs. The associate's work is primarily internal with occasional interaction with grantees and partners.

This position is in the foundation's Local Domain primarily supporting the Education portfolio (approx. 85%) aimed at closing the education opportunity gap in Catholic K-12 schools serving majority low-income students of color, and supporting three Catholic universities. This position also includes a small portion of time to support the Twin Cities Racial Equity program (approx. 15%) in promoting economic prosperity for Black and Indigenous Minnesotans. The Local Domain is comprised of four team members with an annual grant budget ranging from $10 - 14M per year.

Reporting and Collaborative Relationships

Supervised by the Education Program Lead, the program associate partners with the local program teams to develop and execute annual impact plans, collaborating with internal colleagues among program, grants management, administration, finance and communications teams, as well as external advisors as needed.

Primary Responsibilities

The program associate is responsible for processing and monitoring a portfolio of grants throughout the life cycle from application to closure; managing knowledge and data for assigned initiatives to generate insights in support of strategic review and refinement; providing high-level administrative management of annual work plans, budgets and activities for assigned initiatives; and contributing to strategy, learning, and continuous improvement efforts. Responsibilities generally include:

Program administration

- Draft and monitor initiative work plans and budgets in collaboration with the managing director
- Coordinate team meetings and projects to include scheduling, drafting agendas, providing status updates, monitoring progress, and queuing up future activities and timelines
- Prepare and coordinate production of materials including memos, spreadsheets, reports and presentations; liaise with other team members on assignments; produce high-quality materials with consistent formatting and editing; copy and distribute materials as appropriate
- Plan, coordinate and manage grantee/stakeholder meetings and events including calendaring, scheduling, logistics, travel and associated communication; manage all pre- and post-event activities to ensure well-coordinated and seamless execution; use technology effectively
- Support and oversee team use of technology and tools to ensure effective and efficient grants and knowledge management; providing training as needed

Grants management

- Facilitate and monitor the completion of grantee proposals, reporting and amendments, quantitative and qualitative data capture, and any internal program reporting requirements
- Collect, analyze, and visualize grantee data to create annual macro- and micro- performance dashboards used in determining strategy
- Perform initial review of grant proposals for compliance and completeness; ensure accurate and complete initial grant record including coding and monitoring & assessment module
- Inform the structure and documentation of grants, funding guidelines, and application and reporting tools
- Manage grant data including data collection, reporting, and packaging for multiple audiences; and supporting the development and implementation of tools for data tracking and analysis, both internal and with grantees as appropriate
- Support grantees as needed to improve grant execution, and to resolve questions or potential problems that arise

Qualifications

- Bachelor's degree or equivalent professional and life experience
- At least 3 years of administrative, operations and/or grants management experience
- Experienced in managing multiple projects with diligence, calm and flexibility, with demonstrated ability to map activities to objectives, monitor and report on key milestones, and anticipate and adapt workflow
- Strong analytical skills with experience reviewing reports and data, drawing out and summarizing salient points
- Strong data visualization skills and experience creating charts and graphs with a point of view
- Program development or grant proposal review experience preferred
- Cultural competence and interpersonal skills to work collaboratively with diverse constituency to build trust and achieve common goals
- Strong written, verbal and facilitation skills
- Proficiency in Microsoft Office Suite
- Candidates should be based in the Twin Cities and some in office time may be required.
- Candidates may be required to travel to grantee sites for a portion of onboarding and on a semi-regular basis ongoing.
- Commitment to and ability to live into GHR's values - lead with love; reimagine what is possible; partner, boldly; navigate and adapt
- Other duties and responsibilities as directed or assigned by the Chief Executive Officer or direct supervisor.

Work Environment

GHR fosters a respectful, inclusive, collaborative and fun environment, a supportive and engaged team, full benefits including health, dental, vision (for self, partner and children) short and long-term disability, a generous retirement matching program, PTO starting at 20 days/year, educational assistance program, pre-tax health and transportation accounts and nine paid holidays a year. The office is closed from December 25 – January 1 each year.

The salary range for this position is $64,400 - $96,600 depending on qualifications.

GHR is currently a hybrid work environment with headquarters in downtown Minneapolis. Occasional domestic travel may be required in this position.

GHR is an equal opportunity employer and will not discriminate against any applicant for employment because of race, color, religion, sex, national origin, disability, age, genetic information, or any other status protected by state or local law for an individual who falls within the jurisdiction of such law.

We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce. All are encouraged to apply

To Apply

Submit a cover letter and resume to talent@ghrfoundation.org. Please reference job #42423 in your letter. **Application review will begin on May 15.**