



STUART FOUNDATION

IMPROVING LIFE OUTCOMES FOR YOUNG PEOPLE THROUGH EDUCATION

POSITION ANNOUNCEMENT

PROGRAM ASSISTANT

JANUARY 2020

CLASSIFICATION: Non-exempt
REPORTS TO: Director of Programs

ABOUT THE STUART FOUNDATION

The Stuart Foundation is a private family foundation based in San Francisco and is dedicated to improving life outcomes for young people through education. We work to ensure that education systems in California and Washington provide opportunities for students to learn, achieve and thrive.

Primarily working through public education systems, we promote strategies that nurture students to be self-reliant, succeed in education and careers, and engage meaningfully in their communities.

The Foundation has an asset base of \$542 million, a staff of 18, and makes charitable expenditures of approximately \$21 million per year for the benefit of children and youth in the states of California and Washington.

POSITION SUMMARY

This position plays a central role in providing administrative and workflow management support to the Foundation's program team. This includes communicating with applicants and grantees. The Program Assistant reports to the Director of Programs.

The successful candidate will be a highly motivated self-starter who also thrives in a team environment.

RESPONSIBILITIES

PROGRAM COORDINATION AND SUPPORT

- Provides project management in order to keep the Director of Programs informed of the status of grantmaking and other activities. Creates workflow schedules and monitors progress.
- Performs administrative functions for the grants programs including, but not limited to, reviewing grant applications for completeness, processing funding requests, tracking grantee reports, ensuring grant files are complete, and entering grantee information into database.
- Plays a key role in the ongoing maintenance and improvements for Salesforce grants management database including updating and posting content, tracking grant activities, and providing technical assistance to users; ensures timely and accurate data entry, processing, tracking, and reporting.
- Coordinates and provides logistical and operational support for program meetings, conferences, and grantee convenings, in the office and off-site.
- Maintains close connections with the President's executive assistant in order to facilitate communications and decision-making.
- Assists in preparing, editing, and proofing documents and developing handouts, charts and other materials for quarterly meetings of the Board of Trustees and other staff presentations.
- Communicates with applicants and grantees regarding the application and grantmaking process; regularly communicates with staff from other foundations.
- Manages the calendar and meeting schedule of the Director of Programs and prepares expense reports.

FOUNDATION-WIDE SUPPORT

- Contributes as a member of the convening team by assisting with coordination and support for special events and meetings hosted by the Foundation.
- Undertakes special projects as requested.

QUALIFICATIONS

- At least three years of experience in an administrative or program support position.
- Bachelor's degree or equivalent knowledge and experience are required.
- Advanced skills in Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Experience with Salesforce and other databases required.
- Strong project management and organizational skills with ability to prioritize and manage overlapping tasks/projects simultaneously.
- Excellent attention to detail, accuracy, and follow-through.
- Ability to plan and prioritize workflow and meet deadlines.
- Excellent written and oral communication skills.
- Flexibility, a "can do" problem-solving orientation, and willingness to assist others as needed.
- Interest in the field of education is desirable.
- Sense of humor.

COMPENSATION

The Stuart Foundation provides a competitive salary commensurate with qualifications and experience and an excellent benefits package.

TO APPLY

Interested applicants should send a letter of interest and a resume to Brad Sink, Chief Financial Officer, at: jobs@stuartfoundation.org. Please include "Program Assistant" in the subject line.

NO CALLS PLEASE

The position is now open.

Review of applications will begin on January 27 and will continue until the position is filled.

The Stuart Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. Foundation policy prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, military service, legally protected medical condition or any other consideration made unlawful by federal, state or local laws.