



## **Current Opening - Program Associate**

The Winthrop Rockefeller Foundation (WRF) seeks a Program Associate to support its new mission to relentlessly pursue economic equity, educational equity, and social, ethnic, and racial equity for all Arkansans.

### **About the Foundation**

WRF affirms the legacy of Governor Rockefeller, who envisioned a thriving and prosperous Arkansas that benefits all Arkansans. WRF is the catalyst for structural change in Arkansas. We lead the way with a deep commitment to equity, great courage in the face of opposition, and bold collaborative relationships with partners who care deeply to change our state and our nation.

### **About the Position**

The Program Associate will provide support to the Foundation's Equity Officers. The Program Associate is responsible for a variety of programmatic, communication, and grants management duties in support of the AR Equity 2025 strategic direction. AR Equity 2025 will be released in the spring of 2019.

### **Duties and Responsibilities**

#### *Programmatic*

- Provide project management and communications support for:
  - The Foundation's core initiatives—the Arkansas Campaign for Grade-Level Reading, ForwARd Arkansas, and Expect More
  - The Foundation's development of new equity-centered strategies
- Help prepare, review, and edit board meeting materials
- Oversee logistics for convenings, including the arrangement of meeting space, catering, handouts, transportation, and technology
- Create presentation materials and communicate with stakeholders
- Conduct research on current issues in philanthropy, movement building, equity, and place-based community change

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- Develop and edit strategic communications, such as special reports on the Foundation's grantees and initiatives, press releases, and e-blasts
- Contribute to the operations team to ensure efficient operations

### *Grants Management*

- Support core programmatic activities such as partner relationships, proposal development, and grant processing
- Oversee the life cycle of approved grants by managing an accurate, timely grant reporting process in coordination with the Foundation's grants and operations officer
- Support organizational data management by monitoring, collecting, and analyzing data presented as part of the grants process

### **Knowledge, Skills, and Abilities**

- Exceptionally strong organizational skills, sharp attention to detail, and persistence in following through on projects
- Excellent written and oral communication skills
- Proven ability to prioritize and handle multiple tasks independently; effective management of shifting priorities and time-sensitive projects to meet deadlines
- Excellent computer skills and a willingness to learn new tools and systems
- Demonstrated flexibility, maturity, and ability to work as a team with program staff, consultants, and persons outside the Foundation
- Good sense of humor and abiding optimism in the potential for Arkansas to improve people's lives
- Strong understanding of and commitment to equity in Arkansas

### **Qualifications**

- Bachelor's degree required. Master's degree preferred.
- Three to five years of experience preferred in education, economic development, communications, community change, or public policy. Prior experience in the nonprofit sector is preferred.

### **How to Apply**

Apply with a cover letter, resume, references, and one-page writing sample in Word or PDF format. Applications should be directed to Lisa Dixon, program associate and board liaison: [ldixon@wrfoundation.org](mailto:ldixon@wrfoundation.org). Please place WRF Program Associate and your name in the subject line.

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