

# Program Associate

## Description

The Community Foundation of North Texas helps build the capacity of others to do good work. By bringing together diverse stakeholders and supporting innovative approaches to problem solving, we aim to make our region a better place for us all. Whether we're helping our donors grow and invest their philanthropic portfolios, sharing information, convening nonprofit practitioners, connecting key players or making strategic grants, all activities are undertaken with the aim of producing greater resources, greater efficiency, and greater effectiveness for the community we serve. With more than 200 different charitable funds of \$200 million in assets under management, we provide a trusted, local vehicle that enables people to give more effectively and to think strategically and creatively about the future of our community. For more information, visit [www.cfntx.org](http://www.cfntx.org).

## Overview of the Position

The Program Associate is responsible for assisting the Executive Vice President of Grants and Community Engagement with the ToolBox Grant Cycle and Designated Grant cycles; conducting research on community well-being indicators and preparing a Well-Being Indicator report for publication; supporting public policy initiatives; general office duties; and follow up on special projects that serve the communities of North Texas. The Associate will work alongside the Executive Vice President of Grants and Community Engagement in leading the Foundation's efforts to grow philanthropy throughout the North Texas region by engaging individuals and families in charitable community work through the Foundation. The Associate is aware of ongoing projects and keeps track of appointments, tasks and materials for meetings and events. Successful candidates will take pride in collecting and helping analyze data to better understand community needs in our region. The Associate will have the opportunity to work with leaders from the for-profit and non-profit sectors.

## Description of Duties

- Program Associate will assist in planning and executing events related to the annual grant cycle and maintain records including grant proposals, reports, correspondence and media pieces. He/she will be the main point of contact for nonprofit organizations for inquiries related to grant cycle.
- This position provides meaningful projects and opportunities to assist the Community Foundation on various projects directly related to its mission.
- Program Associate will become familiar with key community leaders and interact with them by phone, email, and in person. She/he will also become familiar with the laws and regulations governing Community Foundations and charitable donations. Associate will also assist staff members with front desk/administrative duties such as answering the phone, assembling mailings and filing occasionally.
- This is a full-time, salaried position.

## Requirements

- We are looking for a smart, energetic, responsible, discreet, innovative, positive person to fill this position. An interest in research, public policy, or the nonprofit sector is beneficial.
- Relevant experience with nonprofit organizations.
- Skills: Ability to analyze and summarize complex documents, interpersonal skills, proficiency in Microsoft Word, Excel, and PowerPoint, Adobe, or Web design software is a plus.
- Candidates pursuing an undergraduate degree or graduate degree in one of the following related areas: Business, Communications, Liberal Arts, Planning, Public Administration are encouraged to apply.

If interested, please submit resume and cover letter to Rose Bradshaw ([rbradshaw@cfntx.org](mailto:rbradshaw@cfntx.org)).