

## Employment Announcement: Program Assistant, Culpeper Arts & Culture Program and Grants Management

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### About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in two pivotal places: Southern China and the Western Balkans. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

### Position Summary

The Rockefeller Brothers Fund seeks an assistant for its Culpeper Arts & Culture Program (CAC), and Grants Management department. Reporting to the program director, Culpeper Arts & Culture program, and the director for program management, the assistant will support grants administration, meeting coordination, and providing the day-to-day and overall administrative support for the CAC program and Grants Management teams. S/he also provides periodic support for the Special Initiative: Egypt and Philanthropic Stewardship portfolios, and is available to support other program teams as assigned.

### Key Responsibilities

#### Grantmaking

- Oversee the receipt of CAC grant-related proposals and materials.
- Communicate with CAC, Special Initiative: Egypt, Philanthropic Stewardship grantees, and internal staff on proposals or grants, including advising on their development and ongoing status.
- Assist with preparation of written materials, as needed, including dockets, grant memos and all other required support material.
- Manage grantee reporting, reviewing for completeness and following up with grantees and RBF staff on outstanding issues.
- Monitor and process grant payments for assigned portfolios. Collect payment-related information from grantees, and prepare documentation and letters to issue grant payments.

- As requested, provide support to Grants Management team as it relates to grant reviews, payments, and reporting processes.
- Maintain and update portfolio budget projections, in consultation with the program director.
- Respond to inquiries about the Fund's grantmaking including unsolicited request for support.

#### Administrative Responsibilities

- Review and proofread dockets, reports, and other materials.
- Provide administrative/logistical support for conferences and other meetings.
- Coordinate conference calls, travel arrangements, and events. Assist in making appointments and maintaining calendars. Prepare meeting schedules and logistics with other RBF staff.
- Track incoming contributions to the Fund and their related requirements.
- Field telephone calls on behalf of the Culpeper program. Answer, take messages, or refer inquiries as appropriate.
- Prepare expense reports.
- Maintain grant files, both paper and electronic.
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- Provide general administrative support as requested.

#### Program Development Support

- Assist with the preparation of relevant materials for grants and/or program reviews and evaluations.
- Develop briefing books and other information to support program activities, including travel and meetings.
- Attend docket preview meetings.
- Prepare for and attend select meetings with grantees and other organizations, as requested.
- Participate in grantee site visits on as requested by program director.
- Coordinate and/or attend conferences related to CAC program and grants management responsibilities.

#### Data Management

- Maintain and update the electronic systems that support the Program's departmental grantmaking efforts, including GIFTS.
- Maintain address, telephone, and email directories to facilitate communication with grantees and others, and coordinate lists with Fund-wide databases, as appropriate.
- Prepare various reports as requested (e.g., grant status reports, program activity reports, allocations, etc.).

*The incumbent will perform all other duties assigned by the program director and the director of program management.*

## **Qualifications**

- Advanced English language and communication skills, both written and verbal fluency.
- Excellent interpersonal skills and ability to work effectively with diverse groups.
- Ability to work independently on multiple projects and priorities.
- Ability to work across diverse program areas.
- Ability to take initiative.
- Ability to understand and apply computer and other information technologies to efficiently advance the Fund's goals. Must be proficient in use of web, email, MS Word, MS Excel, MS PowerPoint, databases, and grants management software. Knowledge of SharePoint, Box document management software are a plus.

Additionally, each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Appreciate the value of diversity initiatives and equal opportunity in all work relationships.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and point of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness.

## **Education, Experience & Knowledge**

- Bachelor's degree in a relevant field, with two years of grants administration and/or program support experience.
- Demonstrated interest in relevant RBF program areas.
- Computer skills required with database experience.

## **Application Process**

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability or religion. We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to [employment@rbf.org](mailto:employment@rbf.org). Include *Program Assistant, Culpeper Arts and Culture Program/Grants Management* on the subject line of your email. Additionally, include a brief writing sample of five to 10 pages of your original work. No telephone or fax inquiries please. Application deadline is **February 17, 2017**.

**Rockefeller Brothers Fund**  
**Attn: Human Resources – Program Assistant, Culpeper Arts & Culture Program/Grants Management**  
**475 Riverside Drive, Suite 900**  
**New York, NY 10115**

For additional information please visit our website at [www.rbf.org](http://www.rbf.org).