



Philanthropy for an Interdependent World

Employment Announcement: Program Assistant, Democratic Practice–U.S.

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 three pivotal places: China, the Western Balkans, and Central America. 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 (RBF) seeks a Program Assistant to help further the goals and strategies of the Democratic Practice–U.S. portfolio. The incumbent will support grantmaking and portfolio administration as well as program development activities. The Program Assistant contributes to the overall RBF mission and goals, and performs all other tasks assigned by the Program Director including supporting the Racial Justice Initiative led by the Democratic Practice–U.S. team.

Key Responsibilities

Program Development Support

- Support selected dimensions of the program's strategy.
- Assemble information related to potential grants or program review initiatives.
- Prepare relevant materials for program reviews and evaluations.
- Develop briefing books and other information to support program activities, including travel and meetings.
- Attend select meetings with grantees and other organizations, as requested.
- Stay current on reports, trends, and other news related to the work of the grantees and the program strategy.

Grant & Portfolio Administration

- Serve as a first point of contact and respond to unsolicited requests for support as directed by Program Director.
- Oversee the receipt of all grant-related proposals and materials.
- Conduct ongoing communication with grantees and potential applicants on proposals or grants, including advising on their development and ongoing status. This task includes maintaining contact information for grantees and other program portfolio partners to facilitate communication with grantees and the RBF's Board of Trustees, as appropriate.
- Draft and/or otherwise assist with the preparation of written materials on behalf of the assigned programs, including grant recommendations; assemble and review all other required support material. Draft specialized and/or customized documents, correspondence, and memoranda.
- Proofread grant recommendations, reports, and other materials.
- Manage grantee reporting, reviewing for completeness and following up with grantees on outstanding issues.
- Track and monitor grant payments for the portfolio, coordinating with the Program Director and and/or Grants Management team when payments need to be made, and/or if information from grantees is missing. Collect payment information from grantees and prepare documentation and letters to issue grant payments.
- Prepare various reports as requested (e.g., grant status reports, program activity reports, allocations, expense reports, etc.).
- Maintain and update portfolio budget projections, in consultation with Program Director.
- Maintain and update the electronic systems that support the programs' grantmaking efforts, including GivingData and Box.
- Provide administrative/logistical support for meetings planned and/or funded by the Democratic Practice–U.S. program at the RBF's New York City office or The Pocantico Center.
- Schedule and coordinate appointments, calendars, conference calls, travel arrangements, and events for the Program Director.

Skills and Abilities

- Strong written, verbal, analytical, and organizational skills.
- Ability to work independently on multiple projects and priorities.
- Ability to work across potentially diverse program areas.
- Demonstratable abilities around the RBF Leadership Indicators (institutional competencies, see *Expectations of All Positions* below). Able to consistently apply RBF leadership indicators including ability to seek and implement feedback from manager, peers, and other partners.
- Strong technology skills and ability to apply the same to manage one's own work and contribute to smooth functioning of institutional processes and procedures.
- Ability to develop and maintain broad knowledge of the RBF's programs, practices, policies, and procedures.
- Strong knowledge of and ability to use technology to efficiently accomplish work, using email, the internet, database management software (i.e., GivingData), and Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook.
- Ability to travel as requested.

Education, Experience, and Knowledge

- Bachelor's degree or its equivalent with two years of related work experience.
- Demonstrated interest and experience in the Democratic Practice program area.
- Knowledge and understanding of best practices in the nonprofit/nongovernmental organization sector.

Expectations of All Positions

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.
- Advance diversity, equity, and inclusion efforts in core responsibilities and institution-wide efforts.
- 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.

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. The Fund is an anti-racist and anti-sexist institution ([read more here](#)). We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

As we emerge from COVID-19 pandemic restrictions, this role will begin working remotely with the expectation of reporting to the RBF's New York City office (475 Riverside Drive) when conditions allow, tentatively, in September 2021.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to jobs@rbf.org. Include *Program Assistant, Democratic Practice—U.S.* on the subject line of your email. No telephone or fax inquiries please. Application deadline is **July 23, 2021**.

For additional information please visit our website at www.rbf.org.