

Employment Announcement: Program Assistant, Central America and Grants Management

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, China and the Western Balkans, and is launching a third, Central America, during 2021. 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 a Program Assistant to support the Central America program and the Grants Management department. The incumbent will help to further the Central America program's goals and strategies by supporting grantmaking and portfolio administration, as well as program development activities across the portfolio and in connection with other program teams. The incumbent will also assist the Grants Management & Legal (GML) team—which facilitates the Fund's grantmaking processes—by providing administrative, data management, and analysis support for GML, as well as supporting other RBF grantmaking staff on an as-needed basis. This role reports to the Program Director, Central America, and the Grants Manager, Systems and Data Analysis.

Key Responsibilities

Program Development Support

- Support selected dimensions of the Pivotal Place: Central America program's strategies.
- Assemble information related to potential grants or internal program review initiatives.
- Prepare relevant materials for program reviews and evaluations.
- Develop briefing books and other information to support the program's 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's strategies.

Grants & Portfolio Administration

- Serve as a first point of contact and respond to unsolicited requests for support as directed by the 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 Board, 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 the collection of grantee reporting documents, 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/or Grants Management team when payments need to be made, and/or if information from grantees is missing. Collect payment-related information from grantees and prepare documentation and letters to issue grant payments.
- Prepare various reports as requested, for instance grant status reports, program activity reports, allocations, or expense reports.
- 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, the Fund's grants management software.
- Provide administrative/logistical support for meetings funded or planned by the Program at the RBF's New York City office and/or The Pocantico Center.
- Schedule and coordinate appointments, calendars, conference calls, travel arrangements, and events for the Program Director.

Data Management and Analysis

- Help to maintain and update the electronic systems that support the Fund's grantmaking efforts, including GivingData.
- Assist in the preparation of various reports, charts, memos, and correspondence.
- Serve as a partner in the implementation of efforts to streamline and improve the Fund's grantmaking processes.
- Support the partnership with external vendors and assist in monitoring budget allocations.
- Collaborate with peer organizations to analyze best practices.
- Serve as a point of contact for RBF staff and external partners.

Administrative Support for the Grants Management & Legal Team

- Assist with various administrative tasks including proofreading, scheduling and planning meetings, and preparation of expense reports and time sheets.
- Support the grant review process and assist in the compliance, payment, and reporting processes, as necessary.
- Support best practices in due diligence.

Support for Other RBF Grantmaking Programs

- Assist other RBF grantmaking program teams when there are gaps in support due to staff changes, prolonged absences, and/or temporary workload issues.

The incumbent participates in assigned institutional initiatives, including serving on special projects/task forces, and ongoing efforts to develop connections among the portfolio-level teams that comprise the broader Programs department. Perform all other duties and responsibilities as assigned by the Program Director and Grants Manager.

Skills and Abilities

- Advanced English written, oral, and proofreading skills.
- Ability to work, especially orally, in Spanish.
- Strong analytical, organizational, and research skills.
- Adept at detailed work (quantitative and written text).
- Ability to work independently on multiple projects and priorities.
- Ability to work across diverse program areas.
- Demonstrable abilities around the RBF Leadership Indicators (institutional competencies). 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 e-mail, the Internet, database management software (i.e., GivingData), and Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook. Advanced Excel skills a plus.
- Ability to travel domestically and internationally, as requested.

Education, Experience, and Knowledge

- Bachelor's degree or its equivalent with two years of related work experience.
- Demonstrated knowledge or interest in Central America and the Fund's program themes.
- Knowledge and understanding of nonprofit/nongovernmental organization sector best practices.

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 the Fund's vision of becoming an anti-racist and anti-sexist institution. Support 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.

Given restrictions in place to curb the spread of COVID-19, this role will begin working virtually with the expectation of reporting to the RBF's New York City office (475 Riverside Drive) when conditions allow.

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, Central America and Grants Management* on the subject line of your email. No telephone or fax inquiries please. Application deadline is **February 19, 2021**.

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