

## **Employment Announcement: Program Assistant, China**

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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: 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 China program who will be responsible for supporting the administrative functions of grantmaking and program development. The incumbent will handle the day-to-day and overall administrative and operational support for the China program. S/He will: receive and respond to grant related questions from current grantees and prospective grant seekers; handle correspondence related to grant proposals and other supporting documentation from prospective grantees; provide grants administration support, including preparing and reviewing submitted material for completeness, draft specialized and customized documents, and maintain electronic systems that support grantmaking, including the grants management database, GivingData. The position also provides support to the Richard Rockefeller Fellowship and will participate in periodic site visits. The incumbent will serve as a key liaison and primary point of communication within the RBF for the China program and will complete assigned responsibilities in an independent manner.

### **Key Responsibilities**

#### Grantmaking

- Oversee the receipt of all grant-related proposals and materials.
- Maintain ongoing communication with grantees and RBF staff on proposals and/or grants status.

- Support the preparation of dockets, grant memos and all other required support material. Draft specialized and/or customized documents, correspondence, and memoranda.
- Manage grantee reporting, reviewing for completeness and following up with grantees and RBF staff on outstanding issues. Coordinate all pertinent information with the Grants Management team.
- Track and monitor grant payments for the portfolio, alerting the Program Director and Grants Management 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.
- Maintain and update portfolio budget projections, in consultation with the Program Director.
- Respond to unsolicited request for support as directed by the Program Director.

#### Administrative Responsibilities

- Review and proofread dockets, reports and other materials.
- Provide administrative/logistical support for the Richard Rockefeller Fellowship, China program-related conferences, and other meetings.
- Coordinate conference calls, travel arrangements, and events for the Program Director. Assist in making appointments and maintaining calendars. Prepare meeting schedules and logistics with other RBF staff.
- Field telephone calls on behalf of the China program.
- Prepare expense reports.
- Open, sort, and distribute postal and e-mail.
- Prioritize and organize Program Director's inbox on an as-needed basis.
- Provide general administrative support as requested.

#### Program Development Support

- Assist with the preparation of relevant materials for program reviews and evaluations.
- Assemble information related to potential grants or program review initiatives.
- Develop briefing books and other information to support program activities, including travel and meetings.
- Attend assigned meetings including with grantees and other organizations.
- Participate in grantee site visits on an as-needed basis.
- Coordinate and/or attend conferences related to the China program.

#### Data Management

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

*The incumbent performs all other duties assigned by the Program Director, China.*

## Qualifications

- Advanced English language proficiency with exceptional communication skills, both written and verbal fluency.
- Chinese language proficiency with advanced verbal abilities. Must be able to communicate effectively with grantees and China program partners.
- Excellent interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional, and to interact effectively with all levels of staff, trustees, and external parties. Ability to work effectively with diverse groups.
- Exceptional English-language writing skills.
- Ability to operate independently, set goals, and be disciplined in achieving them with minimal supervision.
- Demonstrated interest in the relevant China program areas.
- Ability to develop and maintain broad knowledge of the RBF's programs, practices, policies, procedures, and applications such as GivingData.
- Strong knowledge of and ability to use computer technology to efficiently accomplish work, using e-mail, the internet, database management software, and Microsoft Office programs, including Word, Excel, PowerPoint, Outlook, and SharePoint. Other systems currently in use include Intacct for accounting, Nexonia for expense reporting, and Box for document management and collaboration.
- Highly effective and efficient administrative skills and abilities, including ability to develop and implement administrative systems to accomplish work.
- Ability to exercise sound judgment and handle confidential matters with discretion.
- Ability to manage multiple tasks and projects with flexibility and detail orientation. Able to prioritize, work under pressure, and meet short deadlines.
- Ability to work across the different strategies of the China program.
- Ability to travel within the United States and at least once a year to Asia.

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

- Bachelor's degree in a relevant field, with three years of administrative and/or program support experience; or a Master's degree in a related field, with two years of administrative and/or program support experience.
- Demonstrated interest in the RBF's program issues in China.
- Foundation or nonprofit experience, preferred.

## **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 [jobs@rbf.org](mailto:jobs@rbf.org). Include *Program Assistant, China*, 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 **September 27, 2019**.

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