

PROGRAM ASSOCIATE

Position Description

The Schumann Fund for New Jersey seeks a full-time Program Associate to join our small and energetic team focused on supporting and empowering children and families in Essex County and across New Jersey to achieve their full potential. Under the leadership of a new Executive Director, the Program Associate will contribute to the programmatic and administrative work of the Schumann Fund, becoming involved in all aspects of the grantmaking process to support the Schumann Fund's mission.

The ideal candidate will be organized and self-motivated, with an attention to detail and the ability to prioritize workload. Demonstrated written, analytical, and interpersonal skills are necessary. The successful candidate will have a strong commitment to advancing equity and inclusion. This is a full-time exempt position with a generous benefits package.

RESPONSIBILITIES

Reporting to the Executive Director, the Program Associate will have the following responsibilities:

Grantmaking (50%)

The Program Associate will have the opportunity to participate in all aspects of the grantmaking process:

- Serve as the initial point of contact for the grant application process, responding to inquiries and supporting the grantee during the process.
- Assist the Executive Director in reviewing proposals and conducting the appropriate due diligence. Review proposal narratives, budgets, anticipated outcomes and supporting materials to assess proposal impact and alignment with Schumann Fund priorities.
- Support the planning and implementation of site visits with potential and current grantee partners to advance learning and due diligence; participate and follow-up on site visits.
- Build and enhance relationships with grantees and other community leaders, external funders, and a diverse array of partners. Represent the Schumann Fund at conferences and meetings (virtual and in-person as conditions permit).
- Support and advance efforts to pursue diversity, equity, and inclusion across the organization, among grantee partners, and in the philanthropic sector.
- Draft grant recommendations for the board packet for review; support preparation of quarterly board packet.
- Assess impact of grants by monitoring grant activities and interacting with grantees and community partners; review and follow-up on grant reports and related documentation.
- Build knowledge by conducting research and analysis on grant proposals, potential funding initiatives or special projects with the support of the Executive Director.

- Contribute one's own ideas, perspectives and lived experiences to the work of the Schumann Fund.

Administration (25%)

- Support transition to Foundant grants management database for proposal and grant tracking. Regularly update the grants management database, documenting grant application processes.
- Review and make recommendations to streamline and otherwise improve grant application and reporting processes to advance equity.
- Prepare internal updates and reports as needed.
- Support the Executive Director to plan and implement grantee and partner convenings and meetings.

Communications (25%)

- Coordinate efforts to redesign the Schumann Fund website and online media presence; develop, maintain, and update website content.
- Support assessment and implementation of a digital communications strategy; develop social media content.
- Produce and disseminate content about the Schumann Fund and its grantees' work.

QUALIFICATIONS

- Bachelor's degree required. An advanced degree is a plus.
- Three or more years of relevant work experience; experience in education, early childhood, anti-poverty, racial equity, community organizing, systems change, public policy and/or related areas is preferred.
- Nonprofit, philanthropic or government experience is preferred.
- Knowledge of Essex County and familiarity with the needs and structural inequities in low-income communities of color is preferred.
- A strong commitment to advancing racial equity, inclusion, and social justice.
- Excellent writing, editing, and analytical skills with a focus on accuracy; ability to identify, collect, organize and synthesize information from various data sources.
- Strong listening, communication, and interpersonal skills.
- Effective project management skills, including the ability to coordinate, organize, prioritize, and execute tasks; ability to meet deadlines.
- Ability to work well independently and as part of a team.
- Understanding of, and alignment with, the mission and values of the Schumann Fund.

- Ability to carry out responsibilities with discretion and diplomacy.
- Familiarity with social media and media management tools.
- Excellent technology and computer skills, including command of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Zoom; familiarity with WordPress and Foundant a plus.
- A collegial spirit in sharing ideas, asking questions, and receiving feedback.

COMPENSATION AND WORK ENVIRONMENT

The salary range for this position is \$65,000 - \$70,000 annually, commensurate with experience. Employee benefits include health insurance, retirement plan, generous paid time off, and holidays. The Schumann Fund offers flexible hours and a collaborative and supportive work environment. The position will be located at the Schumann Fund offices in Montclair, NJ with allowance for a flexible working arrangement with a hybrid of office, field, and remote work. We are a small, mission-driven team. Schumann Fund for New Jersey is an equal opportunity employer. We are committed to building and supporting a diverse, equitable, and inclusive workplace. In keeping with health and safety considerations and Schumann Fund policy, Schumann Fund employees will be required to be fully vaccinated for COVID-19 (including booster) or provide an exemption by date of hire.

APPLICATION PROCESS

Please submit a cover letter describing your interest and qualifications for the position, a resume, and a list of three references as a single PDF attachment (filename: LastName_FirstName.pdf). Send all materials to Lucy Vandenberg, Executive Director, at careers@schumannfund.org with the email header "Program Associate." Review of applications will begin September 13 and continue until the position is filled. For priority consideration, please submit your materials by Friday, October 7.

ABOUT THE SCHUMANN FUND FOR NEW JERSEY

The Schumann Fund for New Jersey is committed to advancing ideas and opportunities to improve the lives of vulnerable children and families. We invest in non-profit organizations focused on strengthening families and communities and providing them with the supports and opportunities they need to succeed. The Schumann Fund is a champion for racial and economic equity, supporting community empowerment and collaboration. Schumann Fund supports children and families, with a particular focus on early childhood, direct services in Essex County, and advancing systemic reform in the delivery of social and educational services through policy analysis and advocacy. Please visit our website at <https://schumannfund.org/> to learn more about our work.