



The Overbrook Foundation

Job Title: Program Associate

Program: Environment

Location: New York, NY

Reports to: Vice President, Environment Program

The Overbrook Foundation is a progressive family foundation that supports organizations advancing human rights and conserving the natural environment. Founded in 1948, Overbrook is a family-led foundation with a fourteen-member Board of Directors and a professional staff of seven. The Foundation awarded approximately \$7.7 million in grants in 2018, including approximately three million to 66 organizations through its Environment Program. The Foundation's Environment program focuses on Latin American biodiversity conservation, sustainable corporate & consumer practices, movement building, and innovation. In addition to grantmaking, the Environment Team seeks to support the broader environmental movement through numerous collaborations and special projects.

Job Summary:

The Environment Program Associate will work closely with the Vice President, Environment on programmatic and administrative matters. The Environment Program Associate will provide support across all stages of environment grantmaking and help with the execution of program strategies. The Program Associate will also be responsible for representing and communicating about the Foundation's grants and grantmaking strategies to current or potential grantees, funders, and others interested in the Foundation's work.

As the Foundation has a small staff, employees coordinate closely, and everyone contributes to the office's administrative operations. The Program Associate will be responsible for helping with meeting preparation, scheduling, and other tasks as needed.

In coordination with the Human Rights and Grants Administration Team, the Program Associate will engage in special environment and foundation-wide projects, including strategic planning, communications, and management of the Foundation's cross-program rapid response fund.

Grantmaking:

- Under the guidance of Vice President, Environment, update and implement grantmaking priorities and strategies for the Environment portfolio as needed
- Manage all phases of grantmaking, including the selection, processing, and administration of the Foundation's Environment Program grants
- Stay up to date on relevant issues, trends and developments in the Foundation's grantmaking areas
- Regularly schedule and attend meetings, phone calls, or site visits with current and prospective grantees to help evaluate progress and respond to grantee needs
- Edit and prepare grant review proposals and memos on timely topics for review by the Foundation's Board of Directors and others
- Serve as a primary contact between the Foundation and grantees, managing incoming letters of inquiry and correspondence with organizations



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- Collaborate with other Foundation staff members, as well as other organizations and funders outside of Overbrook, to identify, meet with and recommend potential rapid response grant recipients to the Board
- Represent the Foundation at meetings with current or prospective grantees, conferences, relevant philanthropic affinity groups and donor collaboratives supported by Overbrook
- Responsible for own correspondence, calendar, expense reports, etc.

Administrative:

- Assist in coordination for and implementation of the Foundation's Board Meetings and Retreats, including developing presentations (often with grantees) on issues of relevance to the Foundation's grantmaking
- Write, edit and compile materials for Board Meetings with other staff members
- Assist with logistics, set up and clean up for Board Meetings and Retreats
- May be involved with managing interns, program assistants, and/or consultants advising specific grantmaking initiatives as applicable
- Assist Vice President, Environment with correspondence to the Board or grantees
- Assist with other tasks as needed

Special Projects:

- Takes on special projects and other duties as assigned

Qualifications:

- Minimum four years of experience, preferably in nonprofit, environmental or philanthropic sector
- Strong understanding of the organizations, movements and strategies in at least one area of the Foundation's grantmaking, and an interest in learning and developing knowledge about other areas
- Demonstrated commitment to the Foundation's human rights and environmental mission and values around movement building, racial, economic, and gender justice
- Ability to think and work intersectionally, particularly with regard to race, class, gender, sexual orientation, and gender identity
- Desire to work as a part of a highly collaborative, small team and openness to taking on administrative tasks to help a small office run effectively
- Comfort with ambiguity and willingness to be flexible and adaptable to changes in the needs of the foundation's various initiatives
- Strong writing and analytical skills are a must
- Sense of humor and positive attitude
- Ability to take initiative and produce results
- Fluency or proficiency in Spanish preferred

Salary and Benefits:

The Overbrook Foundation offers a competitive salary and benefits package, including a generous 401k plan, health and dental insurance. Salary will be commensurate with experience. This position is based in New York City and in the past, Associates have traveled approximately 2 weeks a year.



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How to Apply:

Interested applicants should e-mail a resume and cover letter to humanresources@overbrook.org. Please include "Environment Program Associate – YOUR NAME" in the subject line.

In your cover letter please address why you might want to work at The Overbrook Foundation and, in one or two paragraphs, describe your ideal superpower and how it could be applied to conserve the planet and its inhabitants.

The application deadline is **March 18, 2019**. Due to the overwhelming number of requests, we will not be able to confirm that we received your application. We will begin contacting candidates for phone interviews the previous week. No phone calls please.

The Overbrook Foundation is an equal opportunity employer and welcomes a diverse group of applicants.

Thank you in advance for your interest and work on this application!