

Position Title: Program Associate, US Southeast

Department: Programs

FLSA Status: Exempt

Reports to: Program Officer, US Southeast

Direct Reports: None

Location: New York, NY

ORGANIZATIONAL OVERVIEW

Foundation for a Just Society (FJS) envisions a world where all people are equally valued and lead self-determined lives. FJS advances the rights of women, girls, and LGBTQI people and promotes gender and racial justice by ensuring those most affected by injustice have the resources they need to cultivate the leadership and solutions that transform our world.

FJS make grants to local, national, regional, and global organizations and networks with an emphasis on Francophone West Africa, Mesoamerica, South and Southeast Asia, and the US Southeast. FJS supports efforts that advance long-term, structural change and meet immediate needs that enable women, girls, and LGBTQI people most affected by injustice to be leaders, strategists, and agents of change.

POSITION SUMMARY

The program associate for the US Southeast works with grantee partners, and provides administrative and language support and regional knowledge to the US Southeast program officer. The program associate plays an essential role in supporting the implementation of the regional grantmaking strategy and manages the flow of information with grantee partners in the region.

The ideal candidate for this position is a strategic thinker, analytical, highly adaptive, technologically savvy, an independent problem solver, meticulous, collegial, and thrives in a dynamic environment. They have a working knowledge of women's rights and LGBTQI movements in the US Southeast. This position requires domestic travel, and is based in New York.

ESSENTIAL DUTIES + RESPONSIBILITIES

Key responsibilities include, but are not limited to:

- Serve as a point of contact and information resource for grantee partners.
- Assist the US Southeast program officer with solicitations for proposals, including gathering additional information from grantee partners.
- Review proposals, reports, and related documents submitted by grantees for accuracy and adherence to appropriate protocols.
- Assist with grants monitoring and ensure that grantee partners submit required documentation on a timely basis.

- Update and maintain the accuracy of grantmaking information including by logging and tracking information in the grants database.
- Contribute to the analysis of progress and final reports from grantee partners as required.
- Help identify grantee partner needs and provide support, as needed, to the US Southeast program officer in the grantee partner support process.
- Translate and/or coordinate the translation of proposals and program related materials, as needed.
- Contribute to the development of grantmaking strategies and portfolio maintenance.
- Maintain current knowledge of developments in gender justice, women's rights and LGBTQI rights in respective region through research, site visits, and attendance at conferences.
- Compile regional, thematic and grantee partner information, news and analysis.
- Stay up-to-date on relevant grantmaking policies and compliance requirements and assist program staff with understanding, operationalizing, and adhering to relevant policies and guidelines.
- Assist in scheduling and coordinating meetings, event planning, technical assistance, and managing travel and site visits.
- Support the US Southeast program officer in developing and tracking the regional budget.
- Provide support, as needed, to the finance team in processing contracts and payments.
- Identify and advise on ways to improve processes related to grantmaking, including reporting tools and templates, and implement technical improvements for grantmaking processes and team infrastructure.
- Perform any other duties or tasks as assigned.

REQUIREMENTS

- Demonstrated commitment to the foundation's vision and mission, and deep alignment with its values.
- Bachelor's degree in social sciences or related field (gender studies, anthropology, sociology or international development).
- At least three years of experience in program roles within human rights and social justice nonprofit or philanthropic sectors; proven track record in executing the responsibilities of this position.
- Familiarity with gender justice; women's, girls' and LGBTQI rights; and trends in the US Southeast.
- Bilingual fluency in oral and written Spanish and English.
- Demonstrated ability to work collaboratively in a small team-oriented environment while also carrying out responsibilities with considerable independence.
- Exceptional written and oral communication skills in English.
- Critical thinking and problem solving skills.
- Strong administration and project management skills with attention to detail.
- Effectively manages competing priorities and can re-prioritize tasks, as needed.
- Willingness to embrace critical feedback with a positive attitude.

- Takes initiative, is self-motivated, and has a desire to learn and improve skills. Some familiarity with grantmaking processes.
- Strong interpersonal skills and the ability to work well with a team.
- Eligibility to work in the United States.

COMPENSATION

Salary Range: \$56,000 - \$70,000, depending on experience.

FJS offers a benefits package that includes:

- 100% employer-paid medical, dental, and vision insurance for all eligible employees and their spouses, domestic partners, and eligible dependents.
- Paid vacation days, and closed Christmas Eve through New Year's day.
- 401(k) retirement plan (with employer match).
- 100% employer-paid life insurance, supplemental short-term disability and long-term disability.
- Generous parental leave with full salary continuation.
- Educational support benefits.

FJS is committed to cultivating an organizational culture where everyone is able to bring their full, authentic selves to work. The foundation believes a diverse, inclusive, and equitable workplace is one where all employees, no matter their gender, race, ethnicity, national origin, age, sexual orientation, gender identity, gender expression, education or disability, are valued and respected.

HOW TO APPLY

Email a concise cover letter explaining why this role would be a great fit for you, two relevant writing samples (no more than four pages each), and your resume in **one PDF** to jobs@fjs.org by November 15, 2019. Please include "Program Associate US Southeast–YOUR NAME" in the subject line.

All applications must be received via email. No phone inquiries please.