The Overbrook Foundation
Junior Associate, Environment Program

The Overbrook Foundation, a New York City-based family foundation, is seeking a motivated and inspired candidate to join our six-person team.

We are a progressive family foundation that supports organizations advancing human rights and conserving the natural environment. Our Environment program focuses on environmental justice, Latin American biodiversity conservation, sustainable corporate & consumer practices, and innovation. In addition to grantmaking, our team seeks to support the broader environmental movement through collaborations and special projects.

The Environment Program Junior Associate supports the Environment Program Director in programmatic and administrative matters. Working with the other Environment Associate, the Junior Associate is responsible for managing and administering environmental program grants, supporting the Foundation in Board meeting preparation, and handling various administrative tasks. The Junior Associate is an integral part of a small, tight-knit team that supports one another in day to day activities.

We are seeking a candidate who has a strong interest in the environment and, ideally, philanthropy. The candidate must be a team-player, open-minded, and flexible. We seek an individual who is detail oriented with experience in project execution and strong interpersonal skills. Strong writing skills are a must.

Grantmaking:
- Work closely with the Environment Program Director and Environment Program Associate in the selection, processing and administration of the Foundation's Environment Program grants
- Edit and prepare grant review proposals for review by the Foundation's Board of Directors
- Work closely with the Grants Manager to process Environment grants through the GIFTS Online Database
- Schedule and meet with current or prospective grantees
- Manage incoming letters of inquiry and correspondence with organizations
- Regularly update the Overbrook Foundation's website, blog, and social media accounts on environment and human rights related topics

Administrative:
- Schedule appointments and meetings
- Manage office supplies
- Write minutes for Committee and Board Meetings
- Assist in setup and cleanup of meetings
- Greet guests and visitors
- Learn and master GIFTS Online Database
- Provide backup assistance for all staff members as needed

Special Projects:
- Takes on special projects and other duties as assigned

Qualifications:

- Two to four years of experience, preferably in nonprofit, environmental or philanthropic sector
- Strong research, problem solving, and writing skills
- Sense of humor and positive attitude
- Ability to take initiative and produce results
- Dedicated and committed to the Foundation's overarching mission
- Desire to work as part of a small team in a highly collaborative environment
- Ability to think and work intersectionally, particularly with regard to race, class, gender, sexual orientation, and gender identity
- Passion for continuously learning and developing innovative solutions
- Comfort with ambiguity and willingness to be flexible and adaptable to changes in the needs of the foundation's various initiatives

Preferred:

- Fluency or proficiency in Spanish

Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

How to Apply:

Interested applicants should e-mail a resume and cover letter to humanresources@overbrook.org. In your cover letter please address why you might want to work at a private philanthropic 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 **February 23, 2018**. 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 week of February 12th. No phone calls please.

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