Program Associate

JOB DESCRIPTION

PURPOSE OF ROLE

- The Program Associate provides timely and effective support to CVCF staff managing programs and projects, and communicates with external parties to facilitate programmatic grant, scholarship, and accounts-payable transactions.
- The Program Associate ensures that program implementation is consistent with CVCF’s relevant program guidelines, principles, values, quality standards and strategic plan.

AREAS OF RESPONSIBILITY

“Internal Customer” Program and Project Support

- Systematically monitor and communicate upcoming grant reporting deadlines, budgets, and fund balances for CVCF-initiated projects.
- Support respective program and project managers and CVCF leadership to ensure on-time development, review, and submission of grant reporting materials.
- Track grantee payments and reports due, sending reminders to grantees and program staff as needed; confirm application and reporting materials are complete when submitted;
- Develop and process grant agreements and independent contractor agreements, ensuring consistent adherence to approved contract terms across CVCF’s programs.
- Take the lead in ensuring the accuracy and completeness of each organizational and grant record; upload, purge, maintain, and archive electronic and paper files of all grant documents. Work with Finance staff to ensure expense charges are allowable, allocable and reasonable; and follow up to ensure errors are corrected.
- Document and process grants and payments from internally managed CVCF funds.
- Process the payment of reimbursements and invoices in support of programmatic funds and projects.
- When requested, generate financial and implementation-level material for incorporation into grant reports and applications.
- Maintain grant and fund management and processing systems.
- Other support duties as assigned.

“External Customer” Coordination and Communication

- Collect information necessary to support grant and scholarship awards, and make payments. This may include, but is not limited to, budgets, narrative descriptions, committee minutes, student identifying information, proof of student status, and receipts.
- Communicate to external selection committees regularly, and upon request, the amounts available to spend and the rules for selection.
- Proactively support the maintenance of well-formed external selection committees for scholarship and field-of-interest grantmaking funds.
Where necessary, serve on and recruit for selection committees in order to ensure that committee membership follows adopted guidelines.

Obtain and document approvals for grants and payments from CVCF’s Board, Board committees, or management as appropriate.

Assist in posting competitive grant opportunities and handling incoming applications and questions.

Participate in conversations with potential donors about possible new externally advised funds.

Other communication with key partners as assigned.

**CVCF Teamwork**

- Generate recommendations for process improvements whenever appropriate.
- Participate in developing best practices, sharing resources, and ongoing trainings.
- Participate as part of the core team implementing CVCF’s new internal database and accounting software.
- Ensure that all materials created and handled are stored consistently and in adherence to CVCF’s adopted Document Retention Policy, Confidentiality Policy, and other applicable policies.
- Participate in the design of new programmatic initiatives.
- Other duties as assigned, as part of the agile and hardworking CVCF team.

**BEHAVIORS**

- **Accountability:** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling CVCF values
- **Ambition:** Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same
- **Collaboration:** Builds and maintains effective relationships, with their team, colleagues, and external partners and supporters. Values diversity, sees it as a source of competitive strength. Approachable, good listener, easy to talk to
- **Integrity:** Honest, encourages openness and transparency

**SKILLS AND ABILITIES**

- Detail- and process-oriented; enjoys making detailed processes easily understood by end users
- Highly organized management of information
- Effective verbal and written communication to ensure overall project targets and donor requirements are met
- Proficiency with email, word processing, and calendar software
- Ability to dress in a business professional manner
- Ability to solve problems and make procedural decisions
- Excellent use of spoken and written English
WORKING EXPERIENCE
• At least 2 years of experience in program management and administration, budget tracking and management, or contract management.
• Demonstrated experience in successfully fulfilling performance objectives.
• Experience requesting and communicating information to business or community partners.

MANAGEMENT
• Reports to the Director of Programs & Evaluation
• Has no direct reports
• Is a non-exempt position

COMPENSATION
• $45–55,000 per year, depending on qualifications
• Opportunities for future increases based on performance, comparable salaries for the work and position, and available budget
• Competitive benefits including 11 holidays, medical, dental, vision, life insurance, retirement plan contribution, flexible spending account, and employee assistance program

TO APPLY:
Send cover letter and resume to Elliott Balch, Chief Operating Officer, at Elliott@centralvalleycf.org.
Please no telephone inquiries.

Candidates with diverse backgrounds and experiences are encouraged to apply.

The position is open until filled.