Community Foundation for Greater Atlanta
Program Associate (Income, Wealth & Arts)

POSITION: Full-time Exempt
DEPARTMENT: Community Impact
REPORTS TO: Program Officer, Income & Wealth

The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We work with residents, neighborhoods and civic leaders across public, private and philanthropic sectors to seize the greatest opportunities and solve the region’s most pressing challenges.

A successful candidate for the Program Associate position will have an interest and passion for philanthropy, a community-centered mindset, and a learning orientation. They will enjoy working across all areas of the Foundation’s grantmaking and have a deep commitment to making our region more equitable. The Program Assistant will be a key member of the Community Impact Team, collaborating closely with colleagues across the organization to help implement the Foundation’s new strategic plan. Reporting to Program Officer, Income and Wealth, the Program Associate will support grant and scholarship programs, initiatives and donor information requests across the Foundation’s TogetherATL strategy.

Essential Functions of the Position:

- Support TogetherATL planning, including researching community needs, and identifying new programs, initiatives and partnerships
- Support the intake, design, build and launch of new grant and scholarship programs
- Effectively execute programs as assigned, including managing applicant and grantee paperwork and intake and acknowledgment of applications via online and other systems; managing meetings and logistics; scoring applications; mid- and post-award monitoring to ensure all award conditions are met, including the filing of grantee mid- and end-of-grant reports
- Assist Program Officer in reviewing proposals, conducting site visits and developing funding recommendations
- Codify and analyze data, information, knowledge and learnings using Foundation tools and systems
- Track program and initiative metrics to evaluate existing programs and initiatives to measure value of efforts and adjust efforts, transition, retire or package for re-use where needed; includes assessment of grantee reports
- Archive and curate knowledge, keeping information current and easily accessible for internal team members to digest and to share with stakeholders
- Represent the Foundation at external events and other meetings
- Support coordination of grantee and partner convenings and events
- Serve as point of contact with applicants and grantees, including providing high-quality customer service, internally and externally
- Establish and maintain positive relationships with grant applicants, partners and other stakeholders
- Provide technical assistance to applicants during the application phase of the grantmaking cycle
- Identify process improvements to streamline application and grant processes
• Accurately input and process grant information and maintain grant-related files while maintaining accurate information in grantmaking system(s)
• Administrative tasks related to compliance, generating grant documents and mailing agreements and payments
• Collaborate with Community team members and other internal teams for efficient use of Foundation resources and to maximize the effectiveness of all teams

Qualifications:

• Bachelor’s degree in social services, human services, community development, public policy or related field(s) OR five or more years of professional experience related to the duties and responsibilities outlined in this profile
• 2+ years of professional experience related to the duties and responsibilities outlined in this profile; preferred experience in community-based and/or nonprofit organizations
• Flexible, resourceful, and proactive self-starter able to prioritize and manage multiple tasks and competing priorities
• Extremely organized and detail-oriented with experience in coordinating short-term and long-term projects with multiple stakeholders, performing duties with high attention to detail and quality
• Excellent written and oral communication skills; ability to distill and explain complex information, data and technical details to a multiplicity of audiences and partners; ability to work alongside a diverse group of colleagues across departments to complete tasks and accomplish goals
• Good problem-solving skills with a strong sense of urgency in a fast-paced workplace
• Strong analytical and evaluative skills
• Excellent interpersonal skills, ability to work with and provide high-quality customer service to a variety of community, public and private sector partners; ability to coordinate meetings and stakeholder convenings
• Deeply committed to changing systems across metro Atlanta making our region a better place for all residents to live; experience in the nonprofit and/or philanthropy sector preferred; deep knowledge of metro Atlanta preferred
• Deeply committed to racial equity; familiarity with common words and concepts in the Diversity, Equity, Inclusion, Belonging, and Justice field; volunteer or professional experience in this space preferred
• Proficiency in Microsoft Office Suite, including Outlook, Excel, PowerPoint and Word. Experience in use of philanthropy records systems, e.g., Raiser’s Edge, Salesforce, Donor Central, FIMS and other Blackbaud philanthropy products preferred

Other:
All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire.

The Community Foundation operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing.

Compensation:
To be determined based upon experience and qualifications within the anticipated salary range of $50,000-$55,000. This position is exempt and employee is eligible for the Foundation’s competitive health and benefits plan:
• Paid time off:
  o Two weeks accrued paid vacation
Two weeks accrued paid sick leave
- Four mental health days
- Two personal day
- Two floating holidays
- Ten holidays

Benefits:
- All benefits effective on date of hire – no waiting period
- 100% employer-paid benefits (medical, dental, vision) for employee-only insurance plans
- 100% employer-paid life insurance and AD&D
- 100% employer-paid short-term disability and long-term disability
- 100% employer-paid parking downtown Atlanta or monthly MARTA card
- Affordable plans for legal insurance, critical illness, supplemental life, and more
- Employee Assistance Program

Retirement:
- Immediate eligibility for employee contribution to 403b plan
- After two-year anniversary with organization, all employees receive an employer-paid contribution of 6% of their salary to a SEP-IRA plan regardless if the employee contributes to retirement

Culture and Development:
- Individual Development Plans (IDPs) for each team member including trainings, resources, development opportunities, etc.
- Two wellness rooms for mental health with self-care items
- Fun monthly employee engagement activities

To Apply:
To submit an application for this position, send your resume via email to hr@cfgreateratlanta.org with the subject line “Program Associate IW & Arts.”

Due to the volume of candidates, we are unable to provide status updates to applicants or accommodate phone calls or walk-ins regarding open positions.

The Community Foundation for Greater Atlanta provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Community Foundation for Greater Atlanta values diversity and inclusion; we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.