

# THE MORRIS AND GWENDOLYN CAFRTZ FOUNDATION

## JOB DESCRIPTION

**FOUNDATION BACKGROUND:** Incorporated in 1948, The Morris and Gwendolyn Cafritz Foundation is dedicated to improving the lives of residents in the Washington metropolitan area. The Foundation has three grant cycles annually, awarding on average \$20 to \$22 million to qualifying 501(c)(3) charitable organizations in the areas of Arts and Humanities, Community Services, Education, Health and the Environment.

**Position Title:** Program Assistant

**Purpose:** To provide administrative and other support to the program staff, grants management staff and Associate Directors. This position reports to the Associate Director.

### **Responsibilities:**

#### Administrative

- Provide support to program staff, including assisting with correspondence, phone communications, meeting logistics and other duties as assigned.
- Monitor external communications, such as The Foundation website, making updates or changes as identified by the senior management.
- Provide logistical support for internal meetings, staff training and external meetings.
- Coordinate and maintain Foundation memberships, subscriptions, and access information.
- Assist with Board meetings, in coordination with grants management team.
- Prepare check requests, process invoices, and create expense reports.

#### Grantmaking

- Work with Grants Management staff to perform data entry of proposals for three annual deadlines, as assigned.
- Serve as liaison to connect program and grants management initiatives.
- Assist program staff in maintaining relevant and required grantee reports and information in database and other files, with emphasis on electronic recordkeeping.
- Coordinate discretionary grant requests, including writing summaries and collecting supporting documents in collaboration with appropriate staff.
- Perform timely and accurate input and updates of applicant and grantee information as requested by grants management team.

Programmatic Knowledge

- Create bi-weekly internal newsletter for staff highlighting current issues and trends, meetings, and other updates relevant to grantmaking and philanthropy.
- Represent the Foundation professionally by responding to inquiries and attending meetings, events, and conferences.
- Develop knowledge of program areas and a clear understanding of how they are related to The Foundation's grant-making and operations.
- Maintain library and reference materials, such as The Chronicle of Philanthropy, as needed. Develop and maintain resource files for program areas, including current issues, key people, and organizations.

**Qualifications:**

The Program Assistant will have the following:

- High School diploma or equivalent plus additional specialized training in administration, office management, business, or related field from an accredited college; and 3 years of progressively responsible administrative experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Prior working experience with a non-profit organization is preferred.
- Experience with Microsoft Office products and database software.
- Experience with communications best practices and platforms such as WordPress and Canva is preferred.
- Must be detail-oriented, able to meet deadlines, handle multiple tasks and have superb writing and editing skills.
- Must have excellent interpersonal skills with ability to communicate effectively with all levels of The Foundation and the public.

**Location:**

The Foundation operates under a hybrid model. The Program Assistant must have the ability to come to The Foundation's office three times a week and travel around the Washington, DC, metropolitan area.

**Compensation:**

Salary is in the \$55,000 – \$65,000 range, based on experience. Excellent benefits include: medical HMO, POS, PPO (85% employer paid for employee coverage), dental and vision coverage (85% employer paid); 10% employer contribution to employee retirement plan (after 6 months of employment); life insurance, Short-Term and Long-Term disability insurances (100% employer paid). 2 weeks' vacation, 12 days sick leave, paid parking or transit assistance.

**To apply:**

Interested and qualified candidates should apply by sending a cover letter and resume by email to [info@cafritzfoundation.org](mailto:info@cafritzfoundation.org), Attn: Ms. Tobi Printz-Platnick, Associate Director. For best consideration, apply by November 30, 2023.

The Morris and Gwendolyn Cafritz Foundation is an equal opportunity employer and is committed to maintaining a diverse, inclusive organization.