



COMMUNITY FOUNDATION OF NEW JERSEY

Program Associate

The Community Foundation is looking for a dynamic Program Associate for its Grantmaking Team! Join one of New Jersey's most active and expansive grantmaking teams! The Community Foundation of New Jersey (CFNJ) seeks an energetic, engaged professional to join the Grants team as a program associate. This individual will work across the grantmaking and engagement spectrum in a collaborative, collegial manner to support fundholders (donor advisors and others with funds at the Community Foundation) with their grantmaking, serve as a liaison on a variety of special projects and programs the Community Foundation leads, and connect with the wider New Jersey community to inform the Foundation's philanthropic role in the state.

Responsibilities include:

Grantmaking: Assisting some of the more than 600 individuals and families who hold funds at the Community Foundation, providing advice and counsel to support and execute their grantmaking, and helping to identify areas where the Foundation can invest its own discretionary resources to enhance the equity and well-being of New Jersey residents.

Project and Program Management: Working with fundholders, other funders, public-private partners, and community leaders on projects hosted at the Community Foundation, including:

- Preparing or managing grant applications and reports to funders
- Preparing and shepherding sub-grant agreements
- Identifying opportunities for funder collaborations
- Building and growing relationships with initiative/program leaders
- Communicating proper processes for engaging vendors, consultants, grantees
- Assisting with project budget creation and monitoring
- Generating periodic financial spending reports.

Community Engagement: Contributing to the Foundation's engagement in more communities across the state. Meet with community leaders, nonprofit professionals, and residents to gain insight and share that insight to enhance the Foundations' effectiveness as a convener and change-agent in the community. .

The role of philanthropy is changing in New Jersey, and we welcome innovative, forward-looking candidates who seek to influence a more trust-based, community-led approach to charitable giving.

Education, Experience and Skills:

- Bachelor's degree in a related discipline;
- Three to five years' experience, ideally working in the nonprofit or philanthropic sector

- Understanding of the deep social and economic inequities that hamper progress for underserved NJ communities and interest in leading programs that directly address that inequity;
- Demonstrated interest in development of professional skills/expertise in the philanthropic and/or nonprofit sector;
- Excellent information/social networking technology skills;
- Excellent written and oral communication, presentation and listening skills for multiple and diverse audiences;
- Superb people and project management skills, with an ability to work with diverse people in multicultural environments;
- Attention to detail and effective organizational skills;
- Other duties may be required, as skills and organizational needs warrant;
- Onsite. Travel in the state is required.

Salary and Benefits

\$65,000 - \$70,000, depending on previous experience. Benefits include subsidized health insurance, ten days PTO, 9 paid holidays and 5 sick days, 403b match up to 8% of employee contribution, etc.

About CFNJ

The Community Foundation's mission is to support charitable giving that is inspired by our donors, who desire to make a difference via creative solutions and achieve lasting change. CFNJ's funds currently hold some \$650 million charitable assets. The Community Foundation of New Jersey is committed to equal employment opportunity. We will not discriminate against staff members or applicants for employment on any basis. www.cfnj.org

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