

## PROGRAM ASSOCIATE POSITION DESCRIPTION

### About **iF**, A Foundation for Radical Possibility

**iF**, A Foundation for Radical Possibility envisions Black people and people of the global majority living powerfully, abundantly, and beautifully in healthy, self-determined communities free of social, economic, and ideological violence. We achieve our vision by centering the leadership and expertise of Black people and people of the global majority in the Washington, DC region who live at the sharpest intersection of systems of oppression, in particular race, class and gender identity. We carry out our work by adhering to the following values:

- We believe that truth-telling is a part of healing and that acknowledging past and current racial atrocities is integral to justice.
- We build trusting authentic relationships with communities, partners, and colleagues where knowledge, power and resources are shared equitably.
- We are committed to innovation and risk-taking and embrace bold ideas that disrupt the status quo.
- We stand firmly with communities that have been most harmed by systems of oppression and support their ability to exercise power.
- We prioritize radical learning and share lessons to make way for progress and effective action.
- We acknowledge the inconsistencies and contradictions inherent in the philanthropic enterprise and aim to model the vision we believe is possible by ensuring that our own policies, practices, and operations are transformative and reflect the values we hold.

### Position Overview

The Program Associate will provide support to programmatic, communications and strategic partnerships functions of **iF**, in support of advancing the foundation's goals. This position will support various team leads through a combination of administrative task management; project management; writing and editing; research; and relationship management and will need to demonstrate the necessary leadership skills to work effectively with internal and external stakeholders, both collaboratively and individually. The Program Associate's role requires timely, proactive, and accurate communications internally and externally.

The Program Associate will join an inclusive and positive team culture where collective care is prioritized. The Program Associate will work primarily with the foundation's Program Officer, Policy Manager, Director of Communications, and Director of Strategic Partnerships, and report to the Program Officer.

\*\*\* Candidates should be based in the Greater Washington DC region, as this role requires attendance of in-person programmatic, partner, staff, and board meetings and events.

## **Roles and Responsibilities**

The Program Associate will primarily support the programmatic, communications and strategic partnerships functions of the foundation.

### **Project Management & Operational Support:**

- Provide administrative, logistics, scheduling, note taking and follow-up for meetings;
- Provide planning/coordination support, including liaising with vendors and event speakers, for virtual, in-person, and hybrid events;
- Assist in the development of tools, documents, templates, and resources for various programs, events and relationships;
- Organize and maintain program and project files, gather analytics, and monitor deliverables;
- Process invoices and payments.

### **Grantmaking Support & Data Management:**

- Support the foundation's participatory and discretionary grantmaking processes, including processing and organizing grant applications;
- Enter and maintain contact information for key contacts (e.g., grantees, donors, and other partners) in the foundation's grantmaking, communications and donor databases.

### **Communications & Research:**

- Assist with drafting, reviewing and organizing communications to internal and external audiences;
- Research and distill finding about current and prospective grantee, funder and other partners, as well as trends, better practices and innovations in grantmaking, communications, and fundraising;
- Assist in monitoring relevant local and federal policy developments on reparations and economic justice.

## Other Duties:

- Attend regular staff and board meetings, and required trainings and events;
- Engage in learning and connecting opportunities in the philanthropic sector and community;
- Assist with special projects and other duties as assigned

## Qualifications/Requirements:

- Alignment with **iF**'s racial justice vision, mission and values and a demonstrated commitment working with diverse communities across race, class, ethnic, political and geographic boundaries.
- Minimum of one to five years of relevant work experience in any field; no educational requirements.
- Ability to work both collaboratively and independently with a high degree of self-direction, initiative, and judgement.
- Exceptionally organized with great attention to detail and an ability to simultaneously manage multiple projects, priorities and requests.
- Ability to communicate clearly, both written and orally.
- Excellent people skills with the ability to work well with individuals at all levels.
- Technological bravery with professional experience with Microsoft Office and familiarity with various social media platforms and contact databases.

## Salary & Benefits

- The Program Associate will be paid an annual salary of \$60,000.
- Benefits include health, dental and vision insurance; a four-day work week; paid time off; retirement plan (including matching contributions); and disability and life insurance.

## Application Process

Please email the two (2) following items to [hr@iFfdn.org](mailto:hr@iFfdn.org) by COB July 12, 2024.

- A cover letter expressing why you are interested in the Program Associate position at **iF** and why you are a strong candidate for the role.
- A resume highlighting any relevant professional, volunteer, educational, and personal experiences, skills and interests.