



## Franciscan Sisters of Mary

### Program Associate

#### ROLE DESCRIPTION

TITLE: Program Associate

EFFECTIVE DATE: November 2018

JOB STATUS: Full Time, Non-Exempt

LOCATION: St. Louis, MO

**INTERESTED CANDIDATES SHOULD SEND A COVER LETTER AND RESUME BY DECEMBER 7TH**

**TO: [rstrode@fsmonline.org](mailto:rstrode@fsmonline.org)**

#### SUMMARY

The Program Associate will support the philanthropy of the Franciscan Sisters of Mary (FSM), in partnership with the Chief Executive Officer, Program Director, and Leadership Team. The Franciscan Sisters of Mary are committed to the compassionate care for Creation, in collaboration with others. We support grassroots movements for climate and environmental justice across the globe. Globally we support mobilizing strong Catholic leadership on climate action, responding to Pope Francis' call to "hear both the cry of the Earth, and the cry of the poor." In the United States, we fund efforts to build a powerful environmental movement that is inclusive of grassroots leadership and frontline communities. And locally, we support organizations who are growing an equitable and sustainable local food system in St. Louis.

FSM uses all our resources to support this mission, including our philanthropy, impact investments, and our voice and presence. We build strong, trusting partnerships with organizations rooted in local communities that share our values. We also work closely with our peers to learn from them and share what we have learned. For example, FSM is a founding member of the Catholic Impact Investing Collaborative, a network of Catholic institutions who help faith-based investors better align their assets with their mission.

The Program Associate will provide grants management, administrative, and research support for FSM's philanthropy and important special initiatives supported by FSM. This includes reviewing incoming proposals for funding, maintaining a grants database, preparing materials for internal and external meetings, helping to monitor the activities of grantees, and reviewing grant reports. The Program Associate will also provide administrative support, scheduling meetings and taking notes for the team as well as providing coordination for external projects such as the Catholic Impact Investing Collaborative and the St. Louis Food Funders Collaborative.



## **RESPONSIBILITIES**

### *Strategy*

- Conduct research in support of developing and refining FSM's overall strategy for supporting the compassionate care for Creation, helping to inform the goals and desired outcomes for FSM's funding, investments, and other mission activities.
- Help build trusting partnerships with aligned funders, grantees, and investors to build and strengthen collaboration.

### *Grants Management*

- Help to solicit, review, and synthesize proposals from FSM partners.
- Maintain FSM grants database, ensuring all appropriate grants documentation is organized and easily accessible.
- Conduct due diligence on applicant organizations, reviewing nonprofit financials and other documentation.
- Help the Program Director prepare recommendations to FSM leadership on giving decisions.
- Aggregate and report on data from grantees on metrics for tracking the impact of FSM's philanthropy and mission more broadly.

### *Administration*

- Provide scheduling and logistical support to the CEO and Program Director.
- Provide administrative and event planning support to external initiatives supported by FSM, including the Catholic Impact Investing Collaborative and the St. Louis Food Funders.
- Prepare and distribute materials for key internal and external meetings as needed.

### *Communications*

- Help to identify opportunities to more deeply engage the broader FSM congregation to learn and experience the impact of its mission and focus programs, collecting and telling stories through photos and video.
- Help to communicate the story of FSM's impact and legacy to key external audiences, supporting the drafting of communications materials and content.
- Maintain FSM website, developing content and using WordPress to make updates.

### *Other Responsibilities*

- Help to manage relationships with contractors and vendors as needed.



## **JOB SPECIFICATIONS:**

### *Education and Experience*

- Bachelor's degree required;
- 1-3 years of professional experience preferred (Master's Degree qualifies as a substitute for experience)

### *Abilities/Skills*

- Excellent verbal, written and interpersonal communications skills.
- Excellent organization and project management skills, ability to help implement programs, manage details and work independently.
- Ability to manage multiple projects and set priorities accordingly.
- Strong judgment and decision-making skills.
- Excellent computer skills including Microsoft Office

### *Additional Information:*

- Some travel required

## **WORKING CONDITIONS**

Work performance is primarily sedentary, in a well-lighted and environmental friendly office, and access to appropriate equipment and needs to attend to responsibilities.

This position has been evaluated as a Level III in accordance with the Occupation Safety and Health Administration (OSHA) definition of Occupational Exposure to blood borne pathogens.

Level III: Positions in this category require the performance of no tasks which involve contact with blood or potentially infectious body fluids.

## **REPORTING RELATIONSHIPS**

Reports to: Program Director

This job description is intended to describe the general nature and level of work performed by a person assigned to this position. It is not construed as an exhaustive list of all job duties performed by the personnel so classified.