

VACANCY ANNOUNCEMENT

Position Title:	Program Associate
Location:	Los Angeles or San Francisco
Reports to:	Initiative Director or Sr. Program Officer
Status:	Nonexempt
Application Deadline:	September 13, 2021.

FOUNDATION OVERVIEW

The James Irvine Foundation is a private, nonprofit grantmaking foundation dedicated to expanding opportunity for the people of California. The Foundation's current focus is a California where all low-income workers have the power to advance economically. Since 1937 the Foundation has provided more than \$1.87 billion in grants to organizations throughout California. With about \$2.3 billion in assets, the Foundation made grants of \$105 million in 2019. We have about 50 staff in two offices, one in San Francisco and the other in Los Angeles. The Irvine Foundation is committed, internally and externally, to the values of accountability, curiosity, empathy, equity, nimbleness, partnership, and transparency.

POSITION SUMMARY

The Program Associate provides program-related support to the multi-initiative portfolio team to facilitate the grantmaking and grant monitoring processes and to support relationship-building in the field. The Program Associate may be involved in the initial screening of potential grantees, arranging meetings with potential grantees, preparing docket materials, and monitoring ongoing grants. The Program Associate also monitors administrative and Foundation Administered Projects (FAP) budgets and consultant contracts for a given initiative or project. Working closely with the Grants Administration team, the Program Associate ensures that grantmaking adheres to Foundation policies, procedures, and deadlines.

Working in partnership with the Foundation's grantmaking portfolio staff, Program Associates work on a set of initiatives that advance Irvine's efforts to give all low-income workers in California the power to advance economically. Program Associates work on multiple initiative or project teams, which may be led by an Initiative Director or another senior staff member. Program Associates have an Advisor, typically a senior team member, who provides professional development coaching and performance assessments. The Advisor to whom this position will report will depend, in part, on the person's background and interests and the distribution of staff reporting to various senior team members.

The ideal candidate has a strong desire to contribute to the mission of the Foundation and has experience managing processes, planning workflow, and can handle multiple tasks simultaneously. Good attention to detail and follow-through is essential, and you should easily take initiative, work collaboratively, and think proactively and creatively. Excellent written and oral communication skills, as well as strong analytic ability are a must.

Please see the Foundation's website for a complete position description:

<http://www.irvine.org/about-us/job-opportunities>

APPLICATION PROCESS

Interested applicants should submit their cover letter and resume to:

Email: hr@irvine.org

Mail: The James Irvine Foundation
Human Resources Department
One Bush Street, Suite 800
San Francisco, CA 94104

Application deadline: September 13, 2021.

The James Irvine Foundation offers an attractive benefits package. The Foundation is an Equal Opportunity Employer, and we encourage applicants who reflect the diversity of California. Qualified applicants with criminal histories will be considered pursuant to the San Francisco Fair Chance Ordinance ("FCO").

The Foundation greatly appreciates all expressed interest.