



## **Job Posting**

### **Program Assistant**

July 15, 2021

#### **Organization Overview**

Founded in 1962, the Buell Foundation is a private foundation dedicated to supporting the positive development of children across the state of Colorado through grants and partnerships with nonprofit organizations. Grants are awarded in the areas of early childhood development and teen pregnancy prevention. Since inception, the Buell Foundation has awarded more than \$240 million in grants.

#### **Position Summary**

The Program Assistant is a new role at the Buell Foundation and will support the Program Team. The Program Team is responsible for the Foundation's grantmaking. This is an entry-level position with room for increasing responsibility after demonstrated mastery of core tasks. This position will play a critical role in maintaining a welcoming, productive, and supportive work environment that contributes to the overall success of the Buell Foundation grants program. This is especially true as our staff transitions back to a primarily office-based working environment after working from home during much of the pandemic. The primary functions of this role will include support of the Program Team, Grants Management support, and general administrative support.

The ideal candidate is an energetic, positive professional who enjoys wearing multiple hats. They are well-organized, adaptable, proactive and demonstrate humility and integrity. This candidate will enjoy working behind the scenes to ensure the success of a team of professionals. They will have a can-do attitude and the ability to see multiple possibilities and solutions. A sense of humor is also welcome. While not required, the most competitive candidates will have familiarity with the nonprofit sector and an interest or experience in the fields funded by the Foundation.

The individual filling this position will report to the Vice President of Programs and work in close partnership with the Program Team. This position is based in Denver.

**Essential Functions** – Note that the work of the Foundation is cyclical, and the following functions will ebb and flow throughout the year to meet demands as needed.

#### ***Program Team Support***

- Support Program Team with file creation, document management, meeting planning, travel logistics, expense management and materials management (e.g., printing, copying, etc.)
- Provide administrative support to the Vice President of Programs.
- Oversee Program Team meeting agendas, including taking notes and tracking follow-up items

- Serve as a first point of contact for current and potential grantees, routing inquiries to other staff as appropriate
- Prepare documents, spreadsheets and presentations as assigned
- Develop, revise and document team processes with a focus on efficiency and accuracy
- Provide copy editing as needed on a variety of documents. Ensure adherence to style/formatting standards for all external documents
- Support program staff with research on program-related issues
- Provide Program Team with general technology support related to Zoom, Microsoft Teams, software programs, etc.
- Maintain resource archive related to the Foundation's priority funding areas
- Professionally represent the Buell Foundation in all interactions

#### *Grants Management Support*

- Data entry in grants database
- Assist with grant proposal intake and approval processes
- File management, including electronic archive
- Assist Grants Manager in internal report generation
- Assist grantees in application/reporting processes as necessary
- Assist with creation of grant review materials for the Board of Trustees
- Cross-train on all grants management systems and processes

#### *General Administrative Support*

- Serve as backup to Office Manager when needed (e.g., answer phones, collect/distribute mail, greet visitors, etc.)
- Maintain the Foundation's website with content from appropriate staff, in coordination with the Director of Operations.
- Assist Office Manager as needed with preparation of Board Meeting materials and other administrative tasks, as assigned.

#### **Knowledge, Skills, Abilities and Attributes**

- Excellent organizational, time-management, and interpersonal skills
- Proficiency in the full Microsoft Suite - Word, Excel, PowerPoint, Outlook, Access, Teams, OneDrive, and SharePoint.
- Familiarity with website management software - experience with WordPress a plus
- Strong verbal and written communication skills, including professional telephone and office etiquette, planning, proofreading, drafting, and editing correspondence and reports
- Excellent customer service skills with various audiences
- Ability to efficiently multi-task, work under pressure, handle frequent interruptions and meet deadlines
- Ability to work independently, take initiative, identify problems, analyze information, and implement solutions
- Must handle confidential information with discretion
- Ability to produce high-quality work with attention to detail

#### **Education/Experience**

- Minimum of a Bachelors' degree or significant relevant experience (i.e., four or more years) required.

- Minimum of two years of office-based work experience required; experience working for a nonprofit, foundation or equivalent preferred.
- Experience working in either early childhood development or teen pregnancy prevention programs preferred.

### **Working Conditions**

- This position is office-based in the Foundation's Denver office. Typical office hours are Monday through Friday 8:30 a.m. to 5:00 p.m.
- The Foundation has a professional office environment with a small team that is mission-driven and strives for excellence.
- The workload will fluctuate due to deadlines and shifting priorities.
- Extensive keyboard and computer monitor use is required.
- This position will be exposed to sensitive and confidential information.
- Physical demands may involve lifting materials and equipment up to 25 pounds.
- Travel in personal vehicle may be required to complete duties of this position.
- Occasional evening and weekend work may be required.

### **Compensation**

- This is a non-exempt, full-time position.
- The hiring range for this position is between \$45,000 and \$55,000 per year. Pay is commensurate with experience. Please note that the Buell Foundation does not typically hire at the top end of the range. The Buell Foundation provides a generous benefits package, including paid vacation and sick leave, medical insurance, dental insurance, and retirement plan.

### **Application Details**

- **Deadline Date:** Open until filled with priority given to applications received by August 1, 2021.
- All applications should be emailed to Erica Fukuhara, Director of Operations, at [efukuhara@bueellfoundation.org](mailto:efukuhara@bueellfoundation.org). Please include "Buell Program Assistant" in the subject line of emails. Applications should include the following:
  - A cover letter detailing the applicant's match with the position requirements
  - Resume
  - Contact information for three business references, one of whom is/was an immediate supervisor with firsthand knowledge of applicant's professional abilities
- No phone calls, please.

The Buell Foundation is an equal opportunity employer that is committed to creating a diverse and inclusive environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.