



Position Description: **Program Associate**
Reports to: Director of Grantmaking
Hours: 37.5 hours per week
FLSA Status: Non-exempt

ABOUT MEYER

One of the largest private funders in Oregon, Meyer Memorial Trust commits its position, resources and energies to accelerate racial, social and economic justice for the collective well-being of Oregon’s lands and peoples. With current assets of approximately \$1.1 billion, Meyer Memorial Trust has awarded grants and program-related investments in excess of \$930 million to more than 3,500 organizations since it was established in 1982 from the estate of Fred G. Meyer, founder of the Pacific Northwest retail chain that bears his name

Learn more at mmt.org.

POSITION SUMMARY:

The Program Associate is an integral part of Meyer Memorial Trust’s program team and works to support the foundation’s programmatic work through grants management, communications, collaboration and relationship building as well as a wide range of project management and grantmaking activities.

The Program Associate is forward-thinking and passionate about developing strong bonds with Meyer grantees and lasting relationships within philanthropy as well as with cross-sector institutions, businesses and nonprofit organizations.

PRIMARY SCOPE:

Project management and communications support

Participate in annual and ongoing programmatic planning (including logistical and project management support).

Collaborate with multiple teams and partners to produce internal and external communications (e.g., doing background research, writing, developing graphics, proofing and compiling documents and reports).

Provide communications support to further programmatic strategies, including activities related to internal and external storytelling, website content generation, meeting presentations and meeting support.

Reach out to Meyer grantees, peer funders, community members and strategic partners.

Liaise with internal departments and external partners to provide programmatic updates (e.g., grantee news/updates for storytelling, web and social media content).

Grantmaking, Engagement and Relationship Building

Provide technical assistance to support applicant inquiries about funding opportunities, grant guidelines, reporting requirements, etc. (e.g., responding to emails and messages using Meyer's support ticketing systems).

Lead, support and participate in grant proposal reviews and due diligence (e.g., lead applicant site visits).

Support the development and creation of grant applications and materials to support current grantees and applicants.

Review applicant finances and other indicators of organizational health.

Communicate with collateral contacts to learn more about organizations, projects, etc., as assigned.

Develop and maintain programmatic data reports and tools to support program planning, evaluation and grantmaking processes in partnership with the Grant Operations department.

Lead and support analysis of programmatic application and grants data, eligibility, etc., to support specific programmatic and funding priorities.

Manage relationships with active grantees, including communicating with grantees, drafting grant agreements, settling grant payments, and reviewing and evaluating reports).

Grants Management

Support ongoing management of grants.

Consult with the Grant Operations team to facilitate grants management of specific grantees and grantmaking priorities.

Set up and maintain grant files and make updates as needed.

Collaborate with an array of departments, including Grant Operations, Programs, Office Operations, Investments, IT and Communications staff.

Provide input and advice on streamlining and improving grant processes and develop systems and procedures to keep programmatic activities and grantmaking on track and successful.

Coordinate with Grant Operations staff on the release and creation of RFPs and other strategic grantmaking opportunities.

Field Building

Partner with program team members and departments to plan and implement convening and learning events, including logistical support and the development of program content.

Collaborate with internal and external partners, including grantees, to develop and arrange tours, events and learning activities for Meyer staff and trustees.

Engage in opportunities to represent Meyer at external events and meetings.

Support work with other foundations, consultants and practitioners on projects to benefit the wider philanthropic and nonprofit sectors.

Other Duties

Serve as a primary team contact for Office Operations, IT and Communications regarding programmatic needs.

Participate in cross-team work groups and activities.

Engage in professional development and organizational activities.

Other duties as assigned.

EQUITY

- Offer personal interest and commitment to working in a diverse and inclusive work environment that places a high value on equity.
- Participate in promoting a positive workplace culture of collaboration, innovation and respect.
- Have excellent interpersonal skills and the ability to establish effective working relationships in a multicultural, multi-ethnic environment (please refer to [Meyer's Equity Statement](#)).
- Engage in equity trainings and serve on related work groups as needed.

PREFERRED COMPETENCIES SKILLS AND EXPERIENCE

An understanding of the role of nonprofits, foundations and other institutions in achieving racial justice and social change.

A mindset for systems-level change.

Familiarity and strong relationships with relevant communities and nonprofit partners.

A significant demonstrated understanding of lived experiences of Black and Indigenous communities and communities of color in Oregon.

An interest in developing working knowledge of Meyer's programmatic ecosystem, partners and structures.

3+ years of related experience at a foundation or nonprofit organization.

Familiarity with the portfolio subject area and/or interest in and commitment to learning.

Experience with philanthropic approaches and/or interest in and commitment to learning.

A deep understanding of the indicators of nonprofit organizational health.

Advanced project management and organizational skills, with a strong attention to detail.

Proven analytical and reporting skills.

Demonstrated ability to review and interpret budgets and financial statements.

Strong written and oral communication skills, interpersonal awareness, and excellent listening skills, with a communications style that reflects clarity, authenticity, transparency and approachability.

A flexible team player with the ability to collaborate effectively.

Capacity to work with ambiguity and change.

Willingness and ability to multi-task and manage multiple deadlines.

Ability to demonstrate initiative and work independently while having the confidence to seek guidance and direction as needed.

Ability to solve practical problems and deal with a range of variables in situations where limited standardization exists.

Intermediate to advanced computer skills, experience and proficiency using the Google Apps Suite, Microsoft Office, Apple computers, iPads and devices.

Occasional overnight travel.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Meyer Memorial Trust is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, Meyer ensures equal opportunity to all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; lawful alien status; physical, mental or medical disability; veteran status; or liability for service in the United States Armed Forces.

Transgender, gender non-conforming and gender non-binary job applicants, as well as applicants with disabilities and applicants with criminal record histories, are encouraged to apply.

While performing the duties of this job, the employee will:

- Engage in regular communication in person as well as through electronic means.

- Routinely use computer laptops, tablets, desk phones, photocopiers and monitors, including digital screens.

- Occasionally move up to 10 pounds.

- Work in a business setting of open cubicles with an estimated 45-60 decibel noise level.

- Work primarily from home or any quiet place while Oregon wrestles with the COVID-19 pandemic.

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TIME FRAME

Ideally, Meyer is seeking to have a candidate in place by July 2022.

COMPENSATION

Salary range \$60,000 - \$75,000

REWARDING BENEFITS:

We offer a comprehensive benefits package, including medical and dental plans, a flexible spending account (F.S.A.) or health savings account (H.S.A.), a generous 401(k) plan with employer match, vacation time, tuition reimbursement and transportation options for the active commuter.

TO APPLY:

No telephone inquiries, please. Interested candidates are invited to submit a cover letter describing interest in the position and a resume highlighting experience, competencies and qualifications that meet the position's requirements.

Please submit application materials in Microsoft Word (.doc) or Acrobat Reader (.pdf) format to the following email address: ProgramAssoc@mmt.org

APPLICATION DEADLINE:

To be considered, Meyer must receive applications no later than 5 p.m. Pacific Standard Time on July 8, 2022.