

Program Assistant, Program Investment Team

Apply to: jobs@broadfoundation.org

The Eli and Edythe Broad Foundation is a national venture philanthropy established by entrepreneur and philanthropist Eli Broad to advance entrepreneurship for the public good in education, science and the arts. The Broad Foundation's education work seeks to invest in the bold and innovative transformation of K-12 public education in America so that all students can, and do, achieve at high academic levels. We currently direct most of our resources toward creating and supporting the policies, innovations, leadership and institutions under which teachers and students are able to succeed. For more information, please visit www.broadeducation.org.

The Broad Foundation is seeking a full-time program assistant to support its core grantmaking activities ("program investments").

Job Summary

The primary role of the program assistant is to provide administrative, grants coordination and program/analytic support to the program investment team. This position is based in Los Angeles and reports to the director of grants and administration. Responsibilities will include, but are not limited to:

Administrative Support – Assist the managing director of programs and the 3-person program investment team with daily tasks including scheduling, travel arrangements, correspondence, meeting coordination, expense reports, filing, mailings and phones. Create and update organizational tools and systems such as weekly team reports and project budgets. Upload and maintain documents on organization-wide knowledge management system.

Grant Coordination – Provide support for general grant administration and investment portfolio tracking, including research, grantee communication, and coordinating grantee evaluation documents. Prepare a range of internal and external grant documents. Maintain detailed and accurate information in grants database and run reports as required.

Program/Analytic Support – Prepare internal memos, create Excel spreadsheets and PowerPoint presentations; summarize documents and reports; serve as project coordinator for foundation-wide initiatives; and analyze grantee data for accuracy, comprehensiveness and evidence of efficacy. Special projects may include event coordination, grant proposal due diligence and analysis, and grant implementation duties on a limited basis.

Qualifications

This position requires a bachelor's degree from an accredited college or university, and a minimum of two years of administrative, program or project management experience in a professional environment (which may include internships, work study or part-time employment). Experience in a non-profit or education-related environment is a plus. Additionally, the successful candidate will have exemplary skills in the following areas:

- **Communication** – The position requires excellent written and verbal communication skills that are reflective of strong analytic abilities. Must have a professional phone demeanor, email communication style and in-person presence to be able to accurately share information and exercise discretion on sensitive issues.
- **Organization** – Must have a proven ability to work deftly and accurately in a fast-paced environment with high-profile leaders in business, education and/or the media. Able to simultaneously juggle multiple projects and prioritize amid competing deadlines and with a strong attention to detail.
- **Administration** – Must provide dependable, proactive and highly accurate professional administrative support. Must also use strong critical thinking skills and good judgment to effectively anticipate problems in advance and troubleshoot any issues as they arise. Demonstrated event and meeting planning skills is a plus.
- **Technology** – Must be able to use technology productively and efficiently, including the Microsoft Office suite and web-based research. Experience with Microedge GIFTS database and ACT! is a plus.

- Demeanor – The position requires a positive attitude, great sense of humor and high degree of flexibility and energy. Must be resourceful, collaborative by nature and possess a willingness to do what it takes to get the job done.
- Interest and desire to learn about K-12 public education reform is desired.

The statements in this description represent typical elements, criteria and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the job.

Compensation

The appointee's compensation package will be based on his/her experience and salary history. The foundation offers excellent benefits including a variety of health plans and a comprehensive 401k retirement savings plan.

To Apply

Please send a letter of interest and resume to jobs@broadfoundation.org and note "program assistant" in the subject line. In your letter of interest, include specific references to how your skills, knowledge and experience match the responsibilities articulated in the job description. We will only respond individually to applicants chosen for further consideration.

Employment is contingent on a writing exercise, professional references and a satisfactory background check which may include, without limitation, credit and criminal reports as well as verification of educational and employment history. You must be legally entitled to work in the United States for any employer.

The Eli and Edythe Broad Foundation engages employees without regard to race, color, religion, creed, age, gender, marital status, sexual orientation or any other characteristic covered by law. All who believe they meet the stated qualifications are invited to apply. The Broad Foundation is an equal opportunity employer.