

FELLOWSHIP DESCRIPTION

Program Associate

Reports To: Health Care Division Senior Program Officer

Nature of Position: This two year fellowship begins June 1, 2010. The Program Associate will support the program officers in the Health Care Division; work on projects related to the Trust's grantmaking and strategic direction; and participate in the overall activities of the Trust. This full-time, temporary position will provide insight into foundation activities as well as contact with nonprofit grantee organizations. Preference is given to applicants in the early stage of their careers, especially those with several years of experience. Individuals from rural areas and persons of color are especially encouraged to apply. The position is salaried and includes benefits such as medical insurance, paid vacation, professional development, and reimbursement of expenses incurred through Trust business.

Responsibilities and Duties:

- Support program officers in researching issues and collecting community/organization knowledge. Track progress of assigned issues, from initial issue identification through final resolution, and raise these to the attention of program staff in a timely manner.
- Support program officers in the research, design, and implementation of Trust grantmaking initiatives.
- Assist program officers in collaborative work with other funders and organizations.
- Support administration of grants – may include logging of reports, correspondence, maintaining grant files, data entry, responding to grantees regarding program reports, budget modifications.
- Assist in the reviewing of proposals as needed.
- Provide background information for meetings, events, and trips; research and/or coordinate preparation of materials for meetings and presentations.
- Assist in responding to general inquiries for Trust information and meetings. Screen correspondence and inquiries and independently respond or reroute these to others as appropriate.
- Provide back-up support to the program officers as needed (e.g., representing the Trust at meetings or sitting in on grantee consultations.)
- Organize, compose, and manage program mailings and communication with current and potential grantees.
- Serve as a liaison between program officers and support staff to ensure efficient flow of work.

Qualifications:

- Resident or native of North Carolina and/or attended institution of higher learning in the state
- Graduate degree required; in addition, 2-3 years of work experience preferred
- Commitment to philanthropy and the nonprofit sector
- General knowledge and/or experience in the Trust's health care content areas is a plus

- Ability to judge the relative importance of issues and activities and act independently to address them, applying the appropriate level of urgency and drive to achieve results
- Highly self-motivated, persistent, dependable, and self-sufficient; a sense of responsibility and personal initiative
- Ability to manage complex issues creatively and effectively
- Possess tact, poise, professionalism, and diplomacy
- Practices teamwork, humor, and possesses the ability to interact and respect diverse communities and leadership
- Attentive to detail and possess strong organizational skills
- Ability to handle sensitive matters with discretion
- Strong oral and written communication skills
- Expertise in text preparation, spreadsheet and presentation software; in particular, Microsoft products

Send cover letter and resume to edgar@kbr.org by February 12, 2010. No calls please. Thank you!