



Philanthropy Fellowship – Program Associate

The Fund for New Jersey, a private grant-making foundation, works to improve the quality of public policy decision-making on the most significant issues affecting the people of New Jersey and our region. Our grant making advances systemic and sustainable solutions to public problems through the work of policy, advocacy, analysis, and organizing. The Fund is active on topics including Budget & Finance, Climate & Environment, Criminal Justice, Education, Housing, Immigration, Poverty, and Public Media.

We encourage aspiring leaders in public policy to apply for this two-year fellowship position. The Program Associate will learn about all aspects of the work of a private foundation and will interact with many of New Jersey's most significant policy issues. See [The Fund's website](#) for details of the work we do.

The Program Associate will contribute to programmatic and strategic work of The Fund:

Grant Making (70%)

- Contributing to invite, review, and evaluate grant inquiries and proposals
- Completing issue-focused research to support and expand grantmaking
- Conducting site visits with potential and current grantees
- Preparing materials for board consideration
- Managing and reporting grant-making data and outcome evaluations
- Representing The Fund at meetings and conferences

Communications and Administration (30%)

- Generating and distributing information about The Fund and the work of its grantees
- Updating communications regularly, including social media and website
- Preparing background materials and coordinating logistics for meetings
- Managing grants database and assisting with program-related correspondence

Frequent travel throughout New Jersey is required. The Program Associate will be encouraged to develop her/his own expertise and, in consultation with the President, work responsibilities will be adjusted to make best use of the Program Associate's particular skills and interests.

The strongest candidate will have demonstrated academic and professional experience, including:

- A Bachelor's degree including coursework in policy, politics, economics, sociology, environmental studies, or related fields. Graduate work preferred.
- Excellent judgment and the ability to learn quickly.

- Understanding of and enthusiasm for public policy and social change.
- Evidence of outstanding written, verbal, and interpersonal communication.
- Flexibility, energy, and enthusiasm to address an array of issues affecting New Jersey.
- Excellent writing and research skills.
- Strong technology skills and ease with basic quantitative analysis.
- Ability to think clearly, listen well, and to ask good questions.

This is a two-year position beginning in or around September 2016 and continuing for 24 months. Salary is commensurate with experience. The Fund has a small, energetic, and highly collaborative staff. It offers an exceptional work environment and excellent benefits. The Fund values and respects diversity.

To apply: Please send a cover letter describing your interest and fit for the position, a resume, a writing sample (no more than 1,000 words), and a list of three references.

Send all materials to Kiki Jamieson, President, at Imandell@fundfornj.org. Review of applications will begin July 18 and will continue until the position is filled.