

Connelly Foundation

POSITION ANNOUNCEMENT

Job Title: Program Assistant
Reports To: Vice President, Grantmaking
Type of Position: Non-Exempt/Full-Time

The Organization

www.connellyfdn.org

Inspired by its Catholic heritage, Connelly Foundation's mission is to create access for those in need and opportunity for those with vision. Since its founding in 1955, the Connelly Foundation (Foundation) has been a responsive and proactive grantmaking organization awarding grants to nonprofits in the Philadelphia region that demonstrate outstanding performance in meeting community needs. The work of the Foundation is principally driven by its founders' John and Josephine Connelly's personal charitable principles, with a strong emphasis on strengthening Catholic education, and providing help and opportunity to the needy.

Connelly Foundation helps nurture resiliency and personal independence, partnering with community and faith organizations, job-training programs, and other organizations that provide vital economic, religious, and social support services. The Foundation also maintains an enduring role in providing charitable support to leaders and organizations who serve the acute and chronic needs of the region's most vulnerable. Creative new ideas are continuously generated toward programs that would bolster and complement the quality of Catholic education in the Archdiocese of Philadelphia as well as supporting new organizations that respect human dignity and provide opportunity. In 2019, the Foundation will award approximately \$12 million in grants across its education, human services, and culture and civic life portfolios.

Position Overview

The Program Assistant, reporting to the Vice President for Grantmaking, will provide primary administrative support to the Foundation's program team. The team, which will consist of the Vice President for Grantmaking; Program Officers for Education, Human Services, and Culture and Civic Life; and the Foundation's Grants Administrator, reviews approximately 250 grant applications each year, and proactively identifies and cultivates new projects that align with the Foundation's strategic plan. The Program Assistant role is a multi-functional and multi-task position that supports traditional administrative duties as well as expanded program responsibilities. The Program Assistant is expected to uphold a high standard of professionalism, punctuality and flexibility. A successful candidate will maintain a customer service demeanor at all times, and will be able to build rapport with and provide assistance to external constituents as well as internal staff.

Position Responsibilities

- Perform key administrative support activities including scheduling and coordinating logistics for meetings, appointments and conferences; screening phone calls; drafting correspondence; editing and proofreading documents.
- Support the ongoing processing of grant applications, awards and declinations. Help ensure that grant application materials prepared for review are complete, accurate and processed in an organized and timely fashion.
- Develop a thorough understanding of Connelly Foundation's grantmaking and operational procedures, policies and protocols. Facilitate the Program team's accurate and timely completion

of administrative forms and assist staff with utilization of institutional resources, including its grantmaking databases and organizational records.

- Ensure efficient and accurate paper and electronic record-keeping of important Program information.
- Support program research in the areas of Education; Human Services; and Culture and Civic Life. Draft reports, white papers, and other documents.
- Create presentation materials and resources for diverse stakeholder groups, including internal and external audiences. Apply knowledge of technology and software tools to compile, analyze, and present data and research in a concise and professional format.
- Contribute to the production of internal newsletters and outreach materials such as the Foundation's web-based content.
- Assist program staff in assessing and responding to external inquiries for Foundation support.
- Support the execution of administrative tasks related to Foundation events including Board of Trustee meetings.
- Serves as Front Desk backup when needed.
- Contribute to and participate in tasks of the Connelly Foundation as assigned, as well as broader Foundation projects as needed.

Professional Qualifications

- Bachelor's degree required.
- Commitment about the Foundation's mission is essential.
- Professional, energetic demeanor with ability to be flexible and adaptable to varied tasks. Responds well to feedback.
- Exude diplomacy, confidentiality, tact, initiative, and positive attitude. Ability to be firm yet professional and compassionate.
- Experience with Microsoft Office including Word, Excel, Outlook, and PowerPoint.
- Demonstrated knowledge and ability with variety of social media platforms. Tech savvy.
- Demonstrated research competencies.
- Intellectual curiosity; ability to ask thoughtful and probing questions and suggest organizational and process improvements.
- Strong time management skills; highly organized and detail oriented. Ability to meet deadlines and move project forward with a high degree of independence and initiative.
- Strong interpersonal skills; able to develop and manage productive relationships with colleagues, grantees and external stakeholders.
- Ability to work within a team which emphasizes quality, collegiality, teamwork, and humility.
- Excellent verbal and written communication skills (including proofreading) and the ability to express oneself concisely and clearly, including an ease in communicating complex concepts in a clear and effective manner.

Contact Information

If you wish to explore this position, please contact:

E-mail Resume and Cover Letter To: hr@connellyfdn.org

Connelly Foundation

Phone: 610.834.3222

Website: <https://connellyfdn.org/>

This job description is subject to change at any time. This description reflects essential functions and management reserves the right to assign or reassign duties and responsibilities to this job at any time. Qualified applicants will be considered for employment without regard to age, race, color, religion, national origin, sex, sexual orientation, gender identity, disability, veteran status.