



Program Assistant, Domestic Portfolio Pilot House Philanthropy

Pilot House Associates, LLC (PHA) is a family office that provides services for the Hostetter family and to the Barr Foundation, which the family established in 1998. Among the activities of Pilot House Associates is PHA Philanthropy, the vehicle for the Hostetter family's personal philanthropy.

PHA Philanthropy exists to advance the family's personal philanthropic objectives. These include supporting a set of institutions aligned with the family's objectives, advancing targeted initiatives on issues of interest to the family, and assisting the second generation of the family to engage in philanthropy. In some instances, PHA may also pursue philanthropic activity that aligns with and advances the Barr Foundation's work. While both PHA and Barr are funded by the Hostetter family, PHA is distinct from the Barr Foundation, as the latter consists of a broader governance structure in addition to Barbara and Amos Hostetter, employs a sizeable professional staff devoted to grantmaking, and advances a set of long-term, strategic program priorities.

PHA is seeking a program assistant to join a small team of PHA staff devoted to supporting family philanthropy. As of January 2024, under the leadership of a Vice President of Family Philanthropy, this team includes a senior program officer focused on domestic work, a program officer and program associate focused on a global initiative, a senior manager of grants and systems operations, a grants management associate and a program assistant for the domestic portfolio. The team also includes a part-time senior advisor who also serves as president of the Barr Foundation, devoting a small portion of his time to PHA.

Program Assistant, Domestic Portfolio

The family philanthropy team is seeking a program assistant to provide administrative support to the domestic giving portfolio. This position reports to the senior program officer for the domestic portfolio performing administrative support tasks throughout the grantmaking cycle. The ideal candidate must be highly organized and self-motivated, with attention to detail and the ability to prioritize workload. Proven written, computer, and interpersonal skills to manage relationships with a broad range of people and organizations are essential.

Key Responsibilities

- Support senior program officer with scheduling meetings, calls and site visits as needed.
- Support senior program officer through the grant making and grant monitoring process
 - log inquiries and engage in other data entry projects in the grantmaking database;
 - assist with grant due diligence
 - ensure data quality throughout the grant making cycle;
 - track grant reporting requirements and assist in securing timely reports from grant recipients.
 - Liaise with grants management team as needed
- At the direction of the senior program officer, prepare responses to internal information requests.
- Assist with the preparation of reports and presentations.
- Compile and prepare funding histories and background material for staff prior to site visits or meetings upon request.
- Review and respond to requests for recognition or public acknowledgement of gifts.
- Stock and refresh needed office supplies.
- Provide logistical support for internal and external meetings and convenings.
- Support the vice president with scheduling meetings, calls and site visits as needed.
- Provide other administrative support as needed to facilitate planning and operations for the domestic portfolio or other special projects.

Qualifications

- Bachelor's degree.
- Three or more years of full-time administrative work experience; experience in nonprofit or philanthropic organizations is preferred.
- Exceptional organizational skills; demonstrated ability to handle multiple tasks simultaneously and meet deadlines while delivering accurate work products.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Familiarity with Salesforce or similar database program.
- Demonstrated ability to work well individually, as part of a team, and within diverse communities.
- Ability to maintain absolute discretion and confidentiality.
- An orientation toward self-starting, proactive anticipation of team needs, and creative problem solving.
- Excellent written and oral communication skills.
- A collegial spirit in sharing ideas and seeking and receiving feedback.

The Details

Position type: Full-time, salaried

Reports to: Senior Program Officer

Benefits: PHA offers an attractive benefits package including health, dental, vision and life insurance. Leave policies include 15 vacation days per year for new employees and a robust parental leave.

Hybrid Work Environment

PHA is offering its employees the flexibility to work remotely for some portion of each week. For this position, the current expectation is that the Program Assistant will work in the Boston office a minimum of two days a week on an ongoing basis. Additional in-office days will be required during the first six months of employment to facilitate various on-boarding and/or training needs.

How to Apply

PHA has retained a recruitment agency to assist in finding suitable candidates for this key role. Applications are being accepted on a continuous basis, and we encourage candidates to apply by February 23, 2024. If you are interested, please send your resume to Nancy Koch at nkoch@beaconhillstaffing.com. For any inquiries, you can confidentially reach out to Jina Kim, Vice President of Talent Management and Inclusion, at her email address: jina.kim@pilothouse.com.

PHA is an equal opportunity employer, with a commitment to building and fostering a diverse, equitable, and inclusive workplace. We welcome candidates who would both contribute to and learn from working in such an environment.