

JOB DESCRIPTION:

Job Title:	Program Assistant
Location:	Newport, RI
Full/Part-time:	Full-time (in person) (40 hours/week)
Exempt/Non-Exempt:	Non-Exempt
Supervisor:	Executive Director

About the van Beuren Charitable Foundation (www.vbcfoundation.org)

The van Beuren Charitable Foundation (vBCF) is a Rhode Island-based private family foundation dedicated to investing in the quality of life and quality of place on Aquidneck Island and in its surrounding communities. Guided by a Board of Directors comprised of van Beuren family members who have deep familiarity with the community, vBCF invests its grants across four portfolios that support Healthy Communities for all residents, Strong Starts for children and youth, Community Prosperity generated by economic opportunity and planning for the future, and Excellence in the Commons, those shared landscapes and built environments critical to quality of life and quality of place. Staff operates out of the Foundation’s Newport office, located in a new open-plan workspace on the city’s historic waterfront.

Aquidneck Island is a destination because of its scenic coastal areas; recreational and cultural opportunities; vibrant main streets; and rich, intact historic fabric. The communities the Foundation works in have extraordinary assets to build upon and sustain: engaged residents; pride of community; passion and stewardship for the landscapes and history; a tendency to collaborate; and the connectivity that comes with smaller communities. These are also dynamic communities addressing challenges: integrating the needs of a growing multi-lingual population into the schools and economies; addressing the impacts of climate change; navigating healthcare economics; holding candid conversations about race, diversity, and equity; building a diverse and resilient economy; and supporting and managing growth and development. Aquidneck Island’s education, economy, healthcare, infrastructure, social programs, and natural areas are all linked to the systems, policies, and programs in the greater region and throughout the state.

In 2016, vBCF adopted a strategic framework that intentionally seeks connectivity between its priority program areas, supports learning and adaption, and increases emphasis on impact. As a place-based funder, the spirit of partnership with our grant partners is critical to our success. The Foundation’s grantmaking is not restricted to Aquidneck Island, as the levers for change are not determined by geography.

Since its founding in 1986 by John A. and Hope H. van Beuren, the Foundation has made over \$100 million in grants and is one of the largest private foundations in Rhode Island. Its grantmaking and operations are guided by the core values of the van Beuren family: integrity, community, collaboration, leadership, and innovation. The Foundation’s assets have grown from \$100 million in 2009 to \$300 million in 2022. The Foundation is staffed by a small, dedicated team of professionals in a supportive, high performing culture that values collaboration, continuous improvement, and collegiality.

For more information on the van Beuren Charitable Foundation, please visit:
www.vbcfoundation.org

POSITION SUMMARY

The Foundation is staffed by a small, dedicated team, which provides support to an active and engaged board of directors. The Program Assistant provides integral support to vBCF's grantmaking and program capacity. The Program Assistant coordinates and implements the administrative processes related to grantmaking; provides technical support to grant applicants; provides administrative and communications support to the Program staff; undertakes special projects as assigned and provides other support as needed by the Executive Director.

Grantmaking Support:

- Serve as a first point of contact and an ongoing resource for grantees, potential applicants, and other community partners about the Foundation's grantmaking process
- Support Program staff in developing grantmaking procedures and materials, including applications, grantee contracts, and reports
- Process applications and prepare them for review
- Prepare grantee contracts and acknowledgment, award, and decline letters, and handle other correspondence with grantees and applicants.
- Support the Operations Manager in reviewing grants for compliance with applicable rules and regulations
- Track submittal of final grant reports; follow up on delinquent reports with grantees; prepare summary reports of final report status
- Manage the internal grants cycle timeline and calendar

Technical Support

- Use GIFTS database to create and publish online grant applications
- Maintain, update, and ensure accuracy of grant database
- Produce reports and information from the grants management database and analyze this data
- Provide simple visual representations of data (charts, graphs, etc.)
- Field technical inquiries about online applications from grant applicants
- Support the Operations Manager in grants management system design and improvements
- Basic website administration

Communications

- Assist with researching, selecting, and preparing written information needed for Foundation communications, including press releases, annual report, newsletter, social media, and website
- Assist Program staff with follow up on requests for information and resources
- Assist with communication to and from the Board and Grants Committee

Meeting Support and Event Coordination

- Coordinate scheduling for events initiated by Program staff as well as the annual Board and Committee calendar
- Provide administrative and meeting support for community initiatives in which Program staff is involved

JOB QUALIFICATIONS

Education/Training

- Bachelor's degree (or comparable education/work experience) and at least two years of professional administrative support experience

Skills/Experience

- Superior interpersonal, verbal and written communication skills
- Demonstrated ability to provide excellent administrative support
- Exemplary organizational skills and attention to detail
- Experience with databases and the necessary aptitude to learn the Foundation's grants management system
- Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint; Zoom Video Conferencing, able to work in a MAC environment
- Skills in project management and event planning
- Able to synthesize and present information clearly
- Applicants must have a motor vehicle and valid driver's license

Attributes

- Able to successfully handle multiple tasks and deadlines simultaneously
- Passionate commitment to excellence and accuracy
- Strong customer-service orientation
- Dependability, discretion, and ability to maintain confidentiality
- Comfortable working with people from all backgrounds
- Self-starter and self-reliant but able to collaborate with others
- Flexibility; integrity; team player
- Fluency in Spanish a plus

Salary and Benefits

The salary is competitive with similar positions and based on experience will range from about \$25 to \$28 per hour (equivalent to \$52,000-\$58,000 annually).

The Foundation offers an exceptional benefits package for full time employees and currently pays 100% of health insurance premiums, contributes to an employee H.S.A. account and retirement plan. The Foundation values the wellbeing of its employees and offers generous paid time off.

PHYSICAL REQUIREMENTS Essential functions of this job require ability to operate computer and other office machinery. The successful candidate must be able to remain in a stationary position much of the time to fulfill job duties. The person in this position communicates with grantees who have inquiries about grant applications, grant status, etc. The successful candidate must be able to exchange accurate information in these situations.

vBCF is an equal opportunity employer. vBCF will not discriminate against an applicant based on race, color, gender, age, religion, disability, sexual orientation, gender identity or expression, national origin, or any other characteristic protected by law. vBCF will reasonably accommodate a qualified

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applicant's disability and/or religious belief, provided that such accommodation does not cause undue hardship to vBCF. Applicants requiring reasonable accommodation should contact

To apply:

Please send resume/CV and cover letter expressing interest and qualifications to Marykate Bergen, Program Officer, mbergen@vbcfoundation.org with "PROGRAM ASSISTANT (Last Name)" in the subject line, no later than February 10, 2023. Only applications submitted to this address will be considered. vBCF will treat applications in a confidential manner.