

**Position Description**  
**Program Assistant**

**About:**

The Peter E. Haas Jr. Family Fund (the Fund) and its complimentary donor advised funds are part of the Marin Community Foundation and the San Francisco Foundation. The mission of the Peter E. Haas Jr. Family Fund (the Fund) is to support social services, actively encourage innovation & equity in education & health, and foster transformation in community norms. Since 2020, the Fund has shifted its funding priorities to Sonoma County and nationally to strengthen and protect our democracy, while continuing to support key partners in Marin County.

**Our Values:**

With Ginnie and Peter Haas Jr., the staff strives to fulfil the Fund's mission with curiosity, humility and center equity and dignity.

**Position Overview:**

Building a grantmaking approach that will seek to engage and serve it's priority communities, the Fund will look to create spaces for inclusive stakeholder collaboration, ongoing opportunities to design innovative strategies, and convene partners around learning and improvement. In partnership with the Executive Director and staff, the Program Assistant will create and manage systems to increase efficiency across the Fund's internal processes. By providing administrative, grantmaking and programmatic support, the Program Assistant will contribute to projects that will advance the mission of the Fund. The Program Assistant will report to the Program Manager.

**Administrative & Programmatic Support:**

The Program Assistant manages the Fund's logistics to maintain efficient processes and procedures. The Program Assistant will:

- Provide administrative and clerical oversight and support to the Fund, including coordinating travel reservations and event registrations
- Manage schedules in Outlook for the team and attend meetings and take notes as required
- Help keep track of priorities by managing calendars and providing reminders as needed
- Serve as a liaison regarding grants, scheduling, review, tracking, and processing of inquires or invoices
- Develop and maintain process for electronic grant files in Microsoft Office and Salesforce
- Track program ideas, development and follow through
- Manage and contribute their perspective and feedback on special projects

**Grants & Finance Management:**

The Program Assistant is responsible for overseeing the grantmaking process and financial tasks. The Program Assistant will:

- Maintain consistent communication and relationship with Marin Community Foundation's Grants and Finance teams
- Oversee the request and processing of grant proposals, amendments, reports and budgets
- Oversee development and management of Salesforce and Giving Center
- Keep annual budget and grant tracking documents updated on an as-needed basis
- Process and submit credit card statements, mileage and expense reimbursements by deadlines

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- Encourage ideas to improve the Fund’s philanthropic practices that promote trust-based practices

**Additional Opportunities:**

With guidance from the Program Manager, the Program Assistant will:

- Find opportunities to build their knowledge, skills, and networks in philanthropy and non-profit sector
- Attend Marin Community Foundation meetings, trainings and events as appropriate
- Serve on organizational development committees or special project teams within Marin Community Foundation as appropriate
- Participate in philanthropic cohorts, committees, or training programs that will help build skills and learn new practices
- Serve on external committees to learn about projects and stay connected with the field

**Education & Experience:**

- Core skills and relevant professional or lived experience preferred
- An educational degree is not required, but will be valued
- Project management skills which includes planning, organizing, directing, and accomplishing set goals within timeline and budget

**Knowledge, Skills & Personal/ Behavioral Attributes**

- Proficient communication skills in writing, verbal, listening and proofreading skills with the ability to gather and organize information appropriately
- Ability to prioritize, organize, and manage multiple competing assignments and responsibilities
- Intermediate proficiency with Microsoft Office (Outlook, Word, Excel), Google Suite, Salesforce, and Zoom
- Understands how relationships and collaborations with colleagues and partners who represent diverse perspectives advance the mission of the Fund
- Validates the inequities in our society and the role philanthropy can play to close the gap
- Preference will be given to those who have lived or worked in Sonoma County and can demonstrate familiarity with the people, issues and the organizations the Fund seeks to serve
- Understands the power dynamics of their role and respond appropriately to inquiries regarding the Fund’s grantmaking

**Compensation and Benefits:**

- This is a full-time, non-exempt position working 37.5 hours per week, with a salary range of \$65,000 - \$75,000. Compensation offer will be dependent on experience.
- We provide 10 days paid vacation to start which increases over time, 4 paid personal days, 12 paid sick days, 13 paid holidays, and a flexible schedule.
- We provide paid parental leave, medical, dental, vision, long-term disability, flexible spending account, fitness reimbursements, contribute 12% of base pay towards 403(b) after 9 months of service, transportation benefits, and AD&D insurance with the Foundation covering 100% of the costs of the insurance package for employees and 80% for dependent children.

**Workplace Environment:**

This job operates 9:00am – 5:00pm, Monday through Friday, in a virtual home office or at the Marin Community Foundation, with local in-person meetings in the Bay Area and occasional travel. This role

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routinely uses standard office equipment, including laptop computer and cell phone. The employee is generally required to spend long periods of time sitting, typing, and working at a computer. Accommodations will be made based on ability and accessibility.

All candidates should submit a cover letter and resume by email to Stephanie Martinez at [smartinez@marincf.org](mailto:smartinez@marincf.org). The cover letter should highlight why you are interested in the position and what makes you a strong candidate. Applications will be reviewed on a rolling basis until August 31, 2022.