

**Gordon Elwood Foundation Job Announcement Open Until Filled**

**Program Associate**

***Investing in southern Oregon’s youth, individuals, families and communities.***

*We are inspired to fulfill our mission through: **Financial Stewardship** by creating from Gordon’s financial legacy a Foundation Vision and Mission supported by prudent investment and thoughtful disbursement of funds; **Social Stewardship** by touching lives in a proactive and interactive manner; **Integrity** by living the mission through employing strategies of patience, learning, teaching, compassion, caring, and love; **Investment in the Journey** by thinking, acting, and committing resources to creating and sustaining the foundation’s Values, Mission and Vision; **Individuality** by being innovative.*

Position Title	Location	Reports to
Program Associate	Office in Medford. Travel as needed throughout four counties, Josephine, Jackson, Klamath, and Curry Counties.	Executive Director
Employment Status	Status	Salary Range
Full-time	Exempt	Based on experience

**Foundation & Position Overview:** 2018 marks the Gordon Elwood Foundation’s 19th year in service to southern Oregon. The foundation board of trustees continually assesses the best way to support the mission of the foundation and the request made by donor Gordon Elwood to “do good.” In response to the most recent organizational review process the position of Program Associate was created. The position will be responsible for providing program and administrative support to further the foundation’s mission, vision and goals for the region. As a member of the foundation staff this position will work in partnership with foundation board members and other non- profit boards, regional community partners and grantees in fulfilling the foundation’s mission and vision.

**Description of Areas of Responsibility and Estimate of Time Allocation:**

**Office Systems: 10% of time**

- Maintain office files, personnel records, service contracts.
- Maintain Board Minutes & Files in compliance with state of Oregon.
- Maintain Administration and Procedural Files as needed/requested.
- Maintain Condo Association Building Records
- Maintain paper/file retention policies.
- Manage general office maintenance contract, supply room, bathrooms, kitchen etc.
- Maintain equipment and expedite repairs for office suite.
- Order supplies for office suite, programs and community events sponsored by the foundation.

**Foundation Programs: 50% of time**

- Support potential grantees with application process.
- Manage the Grants Database System
- Ensure integrity of all records including grant records and electronic and paper files to comply with IRS grant making requirements.

- Prepare Grants Committee Materials, Meetings and Minutes.
- Provide support to potential grantees, current grantees and other charitable activity partnerships.
- Support office tenant relationships & annual in-kind lease agreements.
- Provide research and investigation that supports board or stakeholder learning & decision making.
- Provide mentoring or coaching support if applicable to community partners that aligns with experience and partner needs/requests.
- Co-create Annual Program Evaluation Report with the ED for the foundation board.

#### **Communications & Convening: 40% of time**

- Support foundation's convening role as needed for community meetings, partner meetings that are aligned with foundation strategies as well as foundation board and committee meetings
- Audiences include board of directors, grantees, other program partners, and general community and association groups.
- Respond, compose & coordinate communications: mail of all forms and correspondence and other documents relating to the grants management; meeting minutes among numerous stakeholders; foundation partners.
- Co-create & coordinate reports, meetings, and special events.
- Keep website up to date & relevant with webmaster.
- Assist in set up of materials for internal & external meetings

#### **Minimum Qualifications of Position (Skills, Attributes, and Abilities):**

- Bachelor's degree or commensurate experience in nonprofit field.
- 10+ years of related nonprofit and/or administrative experience.
- At least 5 years of direct experience with nonprofits, business or governmental agencies in southern Oregon.
- Demonstrated community engagement experience that aligns with the foundation values.
- Proven capacity for managing/producing multiple projects and fulfilling previous employment and community responsibilities in a timely manner.
- Experience and acumen with setting up/coordinating meetings and events.
- Strong Microsoft Office experience required.
- Ability to analyze, organize and disseminate key information to diverse audiences.
- Life-long learning & continuous improvement orientation.
- Strong listening & writing skills.
- Strong customer service orientation.
- Appreciation of evolving nature of communities and the organizations that serve them.
- Well organized, flexible & detail oriented; Self directed and team player.
- Excellent interpersonal communication skills; cultural agility.
- Interest in being part of a healthy, creative and vibrant workplace.
- Comfortable and patient with ambiguity.

**PLEASE SUBMIT RESUME with Three Professional References to 670 Superior Ct Suite 108 Medford Oregon 97504 or [office@gordonelwoodfoundation.org](mailto:office@gordonelwoodfoundation.org) (No phone calls please) by June 17<sup>th</sup> 2018**

Gordon Elwood Foundation does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in accordance with Federal and State law.