

**Job Title:** Program Associate

**Employment Classification:** Full-time non-exempt employee

**Reports to:** Vice President of Community Investments

**Revision Date:** December 2024



**Major Function:**

The Program Associate provides general administrative support for the Lehigh Valley Community Foundation’s grantmaking and community engagement work. The Program Associate is also the lead contact for the arts, culture & creative economy grant programs and other support grantmaking cycles. As a part of these responsibilities, the position will be responsible for serving as the key point of contact, administering grant funding, and ensuring full compliance with the Pennsylvania Council on the Arts’ PA Partners in the Arts program and other related funding.

The Program Associate is a member of the Lehigh Valley Community Foundation’s community investments team and works closely with team members across all functions, including finance, communications, donor services, and administration.

**Responsibilities:**

*Community Investment Strategy & Process*

- Administer various grant application processes, including the use of the grants management system, with oversight from the VP of Community Investments. Tasks include, but are not limited to:
  - Creating, updating, and processing all grant applications.
  - Providing meeting support to grant advisory committees.
  - Assisting with the publicizing of grants applications.
  - Administering the grantee reporting process.
  - Communicating with grantees and applicants regarding grant process questions.
  - Maintaining grant calendar items and timelines, primarily for the arts grants.
  - Maintaining relationships with referral partners, as applicable.
- Partner with the marketing/communications department to issue announcements and other communications and to manage the content on the website regarding the arts and other grant cycles.
- Provide additional grant cycle support and other general administrative support to the VP of Community Investments and the Program Officer(s), such as committee scheduling, event invitations, and facility rentals.
- Attend professional development opportunities (such as conferences) and participate in the Foundation’s own work related to inclusion and belonging.
- Undertake special projects as assigned or initiated.

*Governance & Reporting*

- Maintain data within the Foundation’s systems (currently, Foundant GLM, SLM and CSuite and MS Teams) to support accurate reporting by all Foundation teams, including contact lists for community partners, grantees, and other related profiles.
- Prepare reports and notes as needed utilizing the Foundation’s systems.
- Maintain files and documentation to meet Foundation requirements.

### *PA Council on the Arts*

- Review and comprehend policies and grant guidelines to ensure overall compliance is met with the Pennsylvania Council of the Arts contract.
- Manage arts & culture grantmaking cycles, including providing technical assistance to applicants and grantees and serving as the key staff liaison with arts & culture grants committee(s).
- Attend all Pennsylvania Council of the Arts required meetings and events, which may require travel.
- Visit regional nonprofit and partner organizations located in Northampton, Lehigh, Monroe, and Carbon counties, as needed.

**Salary/Benefits:** The salary for this position is \$50,000, depending upon experience. The Foundation offers a comprehensive benefit plan that includes employer-paid medical, dental, and vision care insurance; a 401(k) retirement plan with an opportunity for employer contributions; employer-paid life and disability insurance plans; paid office parking; paid time off; and a hybrid work schedule. Our Foundation is committed to the growth and development of our employees in a highly collaborative, creative, and high-performing work environment.

### **Key Desired Qualifications:**

- **Attention to Detail:** Grants management involves handling sensitive data, deadlines, and compliance requirements. A high level of accuracy is essential.
- **Time Management:** Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- **Record-Keeping and Documentation:** Proficiency in maintaining organized records of applications, communications, and financial transactions.
- **Database and Software Proficiency:** Familiarity with general tools like Microsoft Office Suite (especially Excel) is required. Familiarity with grants management software is a plus but not required.
- **Professional Communication:** Strong written and verbal communication skills for corresponding with applicants, grantees, and internal teams.
- **Collaboration:** Ability to work effectively with various internal teams and external stakeholders.
- **Relevant Education:** A bachelor's degree or equivalent work experience is required.
- **Work Experience:** Prior experience in grants management, administrative support, or nonprofit operations is strongly preferred.
- **Problem-Solving Skills:** Proactive and resourceful in addressing challenges or improving processes in a growing organization.
- **Mission Alignment:** Passion for community development and alignment with the Foundation's values of connection, opportunity, integrity, and learning.

**How to apply:** If interested in applying for this position, please submit a resume and cover letter that explains what attracted you to apply for the position and how your qualifications would be a good fit for the role to Megan Briggs, Vice President of Community Investments, by email to [LVCFHR@lvcfoundation.org](mailto:LVCFHR@lvcfoundation.org).

**About the Lehigh Valley Community Foundation:**

At the Lehigh Valley Community Foundation, we connect donors who care with causes that matter. A leader in charitable giving in the Lehigh Valley for more than 50 years, we receive support from donors, manage funds to grow over time, and make high-impact grants to strengthen local nonprofits. The Foundation manages more than 300 charitable funds, totaling over \$90 million, and we continue to grow—both in size and in the ways we fulfill our mission. We are evolving to engage more deeply with partners, serve more effectively as a thought leader on community issues, and explore more innovative ways to make life better across the Lehigh Valley.

More about us: [Home - Lehigh Valley Community Foundation \(lehighvalleyfoundation.org\)](http://lehighvalleyfoundation.org)

Meet our team: [The Lehigh Valley Community Foundation Staff \(lehighvalleyfoundation.org\)](http://lehighvalleyfoundation.org)

*The Foundation is an Equal Opportunity Employer and complies with ADA regulations as applicable.*

*All applicants are considered for all positions without regard to race, religion, color, sex, gender identity, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact [LVCFHR@lvcfoundation.org](mailto:LVCFHR@lvcfoundation.org).*