

THE JOHN T. GORMAN FOUNDATION

Program Associate Job Description

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The John T. Gorman Foundation advances ideas and opportunities that can improve the lives of disadvantaged people in Maine.

To achieve the greatest impact, the Foundation has a special interest in strengthening families and helping communities provide them with the supports and opportunities they need to thrive. This focus on family strengthening reflects our founder, Tom Gorman's recognition that his personal success and achievement were largely derived from the support provided to him by his family and community, as well as his desire to provide those less fortunate with opportunities to succeed.

The Position

The Program Associate reports to the Chief Program Officer and is a full-time professional position at the Foundation. The Program Associate will work with other Foundation staff, helping to craft and implement investment strategies that can advance the Foundation's desire to seed and implement new ideas and best practices that support disadvantaged Maine people.

Responsibilities

- Research and collaboratively develop ideas for strategic investment with the Chief Program Officer and other Program Associates
- Create and maintain strong grantee relationships
- Serve as a technical resource to grantees working to achieve measurable results across the Foundation's funding strategies.
- Work with identified consultants to build grantee capacity to successfully advance Foundation initiatives
- Work as part of a team to coordinate efforts in ways that can maximize success across the Foundation's different priority areas
- Support the Chief Program Officer and Program Associates in identifying key programmatic and policy opportunities across the State that would support the Foundation's mission and priorities
- Review required grantee information and evaluate grantees in the areas of organizational capacity, efficiency, management, financial stability, leadership and governance
- Prepare written reports and program and policy analysis
- Represent the Foundation's mission and values to public audiences
- Participate in meetings, public presentations, and the preparation of written materials
- Work with other staff members to ensure the maintenance of databases related to the work of our grantees
- Exhibit sensitivity to and respect for differences and demonstrate an ability to work with diverse audiences and constituencies

Qualifications and Experience

The ideal Program Associate candidate will be someone who is well-grounded in research and practice and demonstrates a fundamental understanding of the array of factors that lead to positive outcomes for Maine's youngest children, older youth that are involved in or at-risk of being involved with systems such as juvenile justice, child welfare and homelessness and the families that they rely

on for support. He or she will have experience in in this area and be comfortable working with the program team to advance strategies that are comprehensive and grounded in best practice and sound research. The Program Associate will be a collaborator who can advance cross-sector approaches to tough problems and work successfully with other partners to leverage public and private support. They will also have experience providing technical assistance to help build or enhance grantee capacity, be skilled in using data to drive decision-making, and be comfortable taking a results-orientation in their work. Finally, the Program Associate will be someone with a fundamental understanding of policy issues associated with the Foundation's work.

As importantly, the ideal candidate will demonstrate a strong commitment to the success of the Foundation's mission and goals versus individual accomplishment. They will be willing to work as part of a larger team to support all of the Foundation's priorities and will work closely with grantees to achieve these designated goals. They will also show a commitment to the values and principles of the Foundation and be able to demonstrate that commitment in their work. Finally, given the developmental nature of the Foundation's work, the ideal candidate will be flexible in their work style and comfortable with the complexity and ambiguity that are sometimes associated with a growing organization.

Required Qualifications

- Masters Degree or comparable degree in a human service-related field;
- At least 4 years of practice and/or policy experience in positions related to the Foundation's priority areas in the context of Maine is desirable.
- A natural curiosity and desire to learn new things;
- Strong written and oral communication skills;
- Strong research skills;
- Demonstrated ability to provide hands-on technical assistance in the field and to supervise others who may do so on the Foundation's behalf;
- Good judgment, instincts and excellent social skills;
- Ability to think strategically and critically;
- Knowledge of office practices, processes and computer software programs including Word, Outlook, Excel, and Powerpoint;
- Ability to work as an effective team member;
- Ability to produce timely and accurate reports;
- Ability to travel throughout the state and occasionally nationally; and
- Ability to work under tight deadlines.

Compensation

Starting salary is competitive and commensurate with experience. A strong benefit package will be provided as well.

How to Apply

To apply, please submit all of the following: *a cover letter, resume, and salary requirements* to hr@jtgfoundation.org by October 18, 2019.

The John T. Gorman Foundation is an equal opportunity employer.