POSITION DESCRIPTION
Program Associate

About the Foundation

At College Futures Foundation, we believe there is nothing more transformative for individuals, our economy, and our society than educational opportunity, and that the pathway to a college degree should be clear and open to the diverse students of California.

Right now, that is not the case. Not all hardworking young people are getting a fair shot at a better life. The vast majority of our state’s K–12 students are of color and low-income, yet when it comes to graduates from our public universities, they are in the minority. At every step, they face roadblocks. We are working to change that.

We partner with organizations and leaders across the state to catalyze systemic change, increase bachelor’s degree completion, and close equity gaps so that this vision of a seamless, student-centered educational path to opportunity becomes a reality—and one that’s available to every student, regardless of zip code, skin color, or income.

We believe that ensuring the college success of students facing the most formidable barriers will help all of us thrive—our families, communities, economy, society, and state.

How We Work

The program team works collaboratively with the communications and strategy teams to achieve the Foundation’s goals by making grants to partner organizations, supporting convenings, and undertaking strategic communications in the following strategy areas: student-centric practices, leadership and governance, and finance and affordability. For more information on our strategy and programmatic initiatives, visit [https://collegefutures.org/our-strategy/](https://collegefutures.org/our-strategy/).

Position Summary

The Program Associate works directly with a number of officers (including the President and CEO, Chief Program & Strategy Officer, Program Director, and program officers) across College Futures Foundation’s (the “Foundation”) three strategies. He/she will be supervised by the Grants Manager and will assist in all aspects of the Foundation’s programmatic work, including grantmaking, and developing and executing contracts.
Key Duties and Responsibilities

Grants Administration

• Support the grantmaking process, from pre-proposal through closing, including:
  o Ensuring the timely receipt of requested deliverables (concept papers, proposal submissions, grantee reports, etc.);
  o Communicating with and provide technical assistance to grantees; and
  o Timely processing of grant payments.
• Organize and maintain electronic grant records, ensuring that records are complete and relevant documentation is captured.
• Conduct preliminary review of proposal submissions to ensure the required information is included, such as grant outcomes, objectives, budget and a description of the work to be undertaken.
• Manage the processing for consultant contracts from initiation to invoice approvals. For contracts related to Foundation Administered Projects (FAPs), work with the senior accountant to reconcile records between the grants management and accounting systems. For assigned staff members, monitor FAP budgets and consultant contracts, and ensure invoices are authorized, reviewed, processed, and paid in a timely manner.
• Work with program officers to update the grants pipeline on a regular basis.
• Assist with grants management system infrastructure planning, updates, and enhancements.
• Assist with the annual audit.
• Assist with process and systems training and onboarding.

Program Support

• Assist program officers in researching and undertaking due diligence on potential grant opportunities, including support to officers in obtaining additional information to: a) confirm potential grantees’ experience or qualifications, b) understand other relevant organizations doing similar work, or c) clarify roles and responsibilities in any proposed work to be supported by the Foundation
• Assist program officers with drafting grant recommendations by summarizing relevant information from proposals.

Other Responsibilities

• Draft communications to be shared internally and with grantee partners.
• Organize and schedule meetings, as needed.
• Undertake other special projects, as assigned by the Chief Program & Strategy Officer or Grants Manager.
Qualifications, Experience, and Competencies:

Academic
• Associate’s or Bachelor’s degree preferred.

Experience
• 3-5 years of experience that demonstrates strong administrative, analytical, and project and time-management skills.
• Experience in the following is a plus:
  o Grants administration
  o Non-profit program administration
  o Donor services

Technical
• Strong analytic and writing skills
• Proficiency in Microsoft Word, Excel, and Powerpoint.
• Familiarity with Salesforce or a similar CRM platform would be a plus

Organizational
• Detail-oriented, able to analyze data and information and synthesize into written communications
• Excellent time management skills and strong ability to manage competing deadlines
• Must be able to follow procedures and comfortable taking the initiative to suggest process improvements

Interpersonal
• A high degree of initiative, judgment, and resourcefulness in solving problems, and overall results-orientation
• Service-minded and open to new ideas and constructive feedback from colleagues
• Ability to work collaboratively in a team-oriented, fast-paced environment to ensure projects are completed
• A good sense of humor is a plus

This is a full-time position located in downtown Oakland (near the 19th Street BART station).

College Futures Foundation is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

Compensation
This permanent, full-time position offers competitive compensation and excellent health, commuter and retirement benefits. Annual salary is $60,000 - $75,000 (commensurate with experience). The salary range is subject to expand over time.
To Apply

Submit application materials (cover letter, resume, and writing sample) via email to jobs@collegefutures.org. Preferred subject line: “Application – Program Associate.” No calls, please.

Learn more about our work at www.collegefutures.org.