



Program Associate

Remote within US

POSITION TITLE: Program Associate

LOCATION: Remote, work from home

REPORTS TO: Senior Program Officer

STATUS: Full-time, Exempt

PROJECT SUMMARY: Funders for Housing and Opportunity (FHO) brings the nation's leading funders together from across sectors and perspectives to remove barriers to stable housing in thriving communities for those who have historically been denied access to these opportunities. FHO is a national funder collaborative focused on ensuring that renters have access to a safe, stable home they can afford in a community that supports better health, economic mobility, and educational achievement, free from the barriers and harms of systemic racism. This is accomplished primarily through grant making and learning exchanges in FHO's three priority areas: policy, advocacy, and organizing; narrative change; and elevating what works. FHO has prioritized racial equity in its work, and seeks to change housing policies, practices, and institutions that have perpetuated a system of discrimination in housing and harm communities of color. More information can be found on our website, www.housingisopportunity.org.

POSITION SUMMARY: Funders for Housing and Opportunity (FHO) seeks a self-motivated, detail-oriented team-player with a strong commitment to housing justice and the mission of FHO to fill its Program Associate position. The Program Associate, in consultation with the Senior Program Officer, is responsible for managing the grants cycle, including grant tracking, administration, and reporting for both existing and prospective grantees in FHO's three programmatic priority areas. The Program Associate is also responsible for maintaining FHO's website and social media presence and managing vendor and contract payments. FHO has a small but mighty team (currently 2.5 FTEs) and is looking for a self-motivated, highly collaborative quick learner to fill this critical role.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Grants Administration and Grantmaking Support (80%)

- Manages subgrants database and grantee portal, ensuring that documentation is complete, accurate data is entered, and that information is updated as necessary.
- Monitors and tracks grants to ensure compliance with all financial, legal and other NVF requirements.
- Maintains records for grants and ensures the integrity of grants data and files, including data on grantee demographics.
- Oversees grant report reminders and ensures grantee reports are submitted in a timely manner.
- Summarizes grantee reports for committee members and works with Senior Program Officer and FHO's evaluation consultants to aggregate data and determine/communicate impact.
- Manages grant disbursement calendar, ensuring all requirements are met prior to disbursement release and initiating disbursements with New Venture Fund
- In partnership with Senior Program Officer, assists with the full grantmaking cycle including monitoring grants, reviewing applications, completing due diligence, and processing grant reports and amendments.
- Screens applications for completeness and fulfillment of minimum requirements.
- Assists with scheduling internal and external meetings related to grants management
- Provides grantmaking reports quarterly and as needed to FHO staff and members.
- Ensures high data quality in all database systems in terms of completeness, consistency and accuracy.
- Support grant application and report preparation for FHO members

Communications and External Engagement (10%)

- Manages FHO's social media and website presence.
- Drafts FHO Quarterly Newsletter and Headlines & Deadlines in consultation with Senior Program Officer.
- Manages and builds out FHO's contact database and distribution list.

Administrative Support, as needed (10%)

- Manages and tracks vendor & contractor payments and ensure timely and accurate completion of required documentation.
- Assists in the preparation and distribution of the meeting materials prior to grantee convenings and FHO member meetings.
- Upon request, provides assistance with writing, editing and proofreading for materials and respond to routine inquiries via phone and e-mail.
- Coordinates and participates in special events or projects as needed or requested.
- Provide logistical support to new initiatives, like the development of Strategy Advisors.

- Provide support for additional activities, as needed.

REQUIRED AND PREFERRED EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

While no one candidate will embody all the qualifications below, the ideal candidate will have many of the following professional and personal abilities, attributes, and experiences:

- 2-4 years of experience in the nonprofit and/or philanthropic field is preferred. Experience with grants administration and understanding of the philanthropic grantmaking process is preferred.
- Strong technical and database capabilities. At least one year of database management experience is preferred.
- A deep commitment to racial and housing justice and the mission of FHO.
- Understanding of and/or experience with the affordable housing and homelessness systems, and/or related fields is preferred.
- Attention to detail and the ability to manage a fast-paced heavy workload.
- Ability to work independently and on a team.
- Excellent written and oral communication skills with ability to summarize and present to various audiences.
- Excellent project management skills with proven organization and planning/time management skills.
- Highly cooperative team-player with the ability to also be effective independently and meet deadlines.
- Maintains professional demeanor in all situations and proven ability to handle confidential information with discretion.
- Ability to work in a mission/results-driven environment.
- Proficient with Microsoft Office Suite (including Outlook, Word, Excel, Power Point), Ability to learn to use Slack, Box, and Zoom.

ADDITIONAL CONSIDERATIONS

- Candidate must have the ability to travel up to 20% of the time once pandemic travel restrictions are lifted
- Candidate must be able to provide a home environment conducive to remote working, including a quiet and distraction-free working space, an internet connection that's adequate for the job and capable of videoconferencing, and full attention to their job duties during working hours.
- We seek to recruit the most talented people from a diverse candidate pool

SALARY AND BENEFITS

- Salary range is \$55,000 to \$70,000 with full benefits (including health, dental, vision, retirement, paid time off).

TO APPLY

- Please email a pdf version of a resume and cover letter describing recent relevant experience and/or skills to info@housingisopportunity.org on or before **5pm Eastern on September 9th**. The subject line should read: Program Associate, INSERT YOUR NAME.
- Due to high volume, only those candidates selected for an interview will be contacted. No phone calls please.

Funders for Housing and Opportunity is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.