

THE KRESGE FOUNDATION

POSITION ANNOUNCEMENT Program Associate – Education Team

The Kresge Foundation is a \$2.8 billion foundation with programs that are local, national, and international in scope. In 2009, the foundation awarded 404 grants throughout the United States and overseas and paid out \$167 million.

The Kresge Foundation has as the centerpiece of its grantmaking nine values that focus its decision making and reflect its strategic priorities. We apply our values criteria to the six fields of interest within which we work – health, the environment, arts and culture, education, human services, and community development. In partnership with our grantees, we seek to influence the quality of life for future generations by creating access and opportunity in underserved communities and by advancing environmental sustainability.

In Michigan, we are deeply committed to the revitalization of the City of Detroit and the surrounding region and expect this work to lead to the development of models that can be replicated successfully in other challenged communities.

The Education Team is focusing its efforts on improving post-secondary access and success for low-income and under-represented persons across the nation. Internationally, Kresge's Education Team focuses on strengthening South Africa's higher education system.

For more information on our fields of interest, grantmaking, and the nine values that guide our work, please visit our website, www.kresge.org.

Available Position: Program Associate – Education Team

The Kresge Foundation has an immediate opening for a Program Associate to support the strategic objectives of the Education Program Team and serve as a liaison between applicants and program staff for application review activities. The Program Associate is a critical member of a program team and his or her focus is to ensure the smooth operation and effective functioning of the team. The current position requires applicants to have substantive knowledge of the U.S. higher education system (including public and private community college and four-year universities), as well as an understanding of the public and private funding streams that support these disciplines. Knowledge of the South African higher education system, and of early childhood education, is desirable.

The individual filling this position will report to the Program Director and work in close partnership with the Program Team and Grants Management Team. **Primary responsibilities of the Program Associate position include the following:**

Grant Reviews

- Conducting the initial screen and review of applicant "ideas," "inquiries," and "Letters of Intent" submitted to the Foundation.
- Preparing initial grant summaries for Program Officers by working with applicants to follow-up and resolve issues throughout the review process.
- Writing straightforward grant write-ups and declines, and researching summaries of grant requests, including capital facilities proposals.
- Maintaining knowledge of and coordinating the Team's pipeline of requests for current and future grant cycles.

- Collaborating with grants management staff to facilitate the application review process, and grant monitoring and compliance activities.
- Assuming responsibility for ensuring the team has completed updating written grant summaries in preparation for the quarterly Board meetings.
- Conducting and/or organizing site visits with potential or current grantees.
- Maintain comparative grantee and applicant data.

Research, Evaluation and Learning

- Tracking grant outcomes and results, including reading and reporting on grant reports.
- Coordinating foundation-hosted Education meetings.
- Developing and generating custom reports in GIFTS as needed by the team.
- Assisting the team with research and program development.
- Developing knowledge of the most effective strategies and current thinking in the field through conference attendance, dialogue with representatives of the nonprofit sector, professional reading, and study projects.
- Identifying potential research or information to share with the Board and with the Team.

Outreach and other duties

- Responding to external requests for Team-specific information or for more in-depth discussions of declines.
- Cooperating on joint reviews and development of initiatives with Program Officers and the Program Director as appropriate.
- Working collaboratively, actively supporting and encouraging all members within the Team and across Teams.
- Demonstrating a strong commitment to the Foundation's mission and values, and an ability to demonstrate that commitment in daily interactions.
- Helping to keep track of Education Team grant budget.
- Conducting other duties and special projects as requested.

Qualifications/Competencies

- Bachelor's degree with at least two to four years of experience in a nonprofit- or foundation- related organization required.
- Previous experience in education, especially higher education (administration or policy), preferred. Knowledge of South African higher education, and early childhood education, is desirable.
- Must have strong project management skills including attention to detail and deadlines.
- Must have knowledge of public and private funding streams that support the education disciplines.
- Proven critical thinking and analytical abilities; previous research experience preferred.
- Excellent oral and written communication skills.
- Strong time management skills.
- Excellent computer skills including MS Word, Excel, MS Outlook, Internet Explorer with the ability to quickly learn new software; knowledge of MicroEdge GIFTS helpful.
- Ability to work with others in a collaborative manner.

Please send cover letter along with updated resume to: careers@kresge.org

Deadline for resume submittal: April 2, 2010

The Kresge Foundation is an Equal Opportunity Employer and we welcome a diverse pool of candidates. We offer a competitive total compensation package including Health, Dental, Vision, Long Term Disability, and Short Term Disability Insurances, generous paid time off, and a 401K employer contribution and employee match program. We also provide professional staff development and tuition reimbursement.