

The Winthrop Rockefeller Foundation (WRF) seeks a Program Associate to support its mission to continuously pursue economic, educational, cultural, racial, and social equity for all Arkansans.

About the Foundation

WRF affirms the legacy of Governor Rockefeller, who envisioned a thriving and prosperous Arkansas that benefits all Arkansans. As a catalyst for structural change in Arkansas, WRF leads the way with a deep commitment to equity. Through great courage in the face of opposition, we build bold collaborative relationships with partners who strongly align with the change we desire to see in our state and our nation.

About the Position

We are seeking a dynamic and passionate individual capable of stepping in during a period of organizational, programmatic, and cultural transformation in support of the Foundation's Equity Officers. The Program Associate is responsible for the administrative details related to the organization's ongoing programmatic activities, development, communication, outreach activities and other duties as needed in support of the AR 2025 strategic direction.

Knowledge, Skills, and Abilities

The ideal candidate will align strongly with the organization's mission with exceptionally strong communication and organizational skills, sharp attention to detail, persistence in following through on projects and who demonstrate the following:

- A **purpose-driven** and grounded individual with a strong work ethic who exhibits a personal commitment to purposeful engagement and natural ability to collaborate with others internally and externally to move organizational strategy forward.
- An **innovative** and forward-thinking individual able and eager to identify new opportunities, strategies, and approaches to philanthropy within and outside of traditional systems and structures.
- Possess an **entrepreneurial spirit** with the ability to generate, present, and test ideas internally and externally in support of reimagining community-based organizing groups in Arkansas.
- **Growth-mindset:** A life-long learner open to feedback who possesses the confidence and flexibility to work in an environment where experimentation is encouraged.
- **Critical thinking** skills as they apply to the processes of leadership, engagement, assessment, intervention and evaluation of organizations, and communities.
- **Advocacy** skills for practice delivery and policies that promote equity when working with organizations and communities.
- Excellent written and oral communication skills
- Excellent computer skills and a willingness to learn new tools and systems
- Demonstrated flexibility, maturity, and ability to work as a team with program staff, consultants, and persons outside the Foundation
- Comfortable working in a supportive role
- Good sense of humor and abiding optimism in the potential for Arkansas to improve people's lives

- Strong understanding of and commitment to equity in Arkansas

Duties and Responsibilities

Programmatic (70%)

- Support the role and activities of the equity officers in managing their relationships in the wider community. Build excellent relationships with all grantee partners and foundation consultants and colleagues.
- Conduct research on current issues in philanthropy, movement building, equity, and place-based community change
- Develop, disseminate, and edit strategic communications, such as special reports on the Foundation's grantees and initiatives, blogs, and e-blasts
- Provide project management and communications support
- Help prepare, review, and edit board meeting materials
- Create presentation materials and communicate with stakeholders
- Oversee preparations for convenings, including development of content themes, the arrangement of meeting space, catering, handouts, transportation, and technology
- Contribute to ensure efficient operations

Grants Management (30%)

- Support core programmatic activities such as partner relationships, proposal development, and grant processing
- Oversee the life cycle of approved grants by managing an accurate, timely grant reporting process in coordination with the Foundation's grants and learning officer
- Support organizational data management by monitoring, collecting, and analyzing data presented as part of the grants process

Qualifications

- Bachelor's degree strongly desired. Master's degree preferred.
- Three to five years of experience preferred in education, economic development, communications, community change, or public policy. Prior experience in the nonprofit sector is preferred.

Hiring Salary Range: \$60,000 - \$70,000

How to Apply

Apply with a cover letter, resume, and references. Applications should be directed to talent@wrfoundation.org. Please place WRF Program Associate and your name in the subject line.