

THE JEFFREY H. AND SHARI L. ARONSON FAMILY FOUNDATION
NEW YORK, NY

Job Opportunity: AFF Program Associate

Foundation Overview

The Jeffrey H. and Shari L. Aronson Family Foundation (the Foundation) is a private family foundation based in New York City. The family cares deeply about supporting vulnerable populations, expanding access to opportunity for young people, and sustaining the global Jewish community. Specific areas of investment include public education in NYC, Jewish life locally and in Israel, building bridges across lines of difference, public health initiatives, and human services. Most grants support organizations in New York City and Israel.

The Role

The Foundation seeks to hire a Program Associate to work closely with our existing three-person team to support the day-to-day activities of the Foundation. The position is an excellent opportunity for someone looking to deepen their programmatic knowledge and grantmaking experience. Areas of responsibility include:

- **Due Diligence:** Participate in the preliminary review of incoming grant applications and progress reports submitted to the Foundation and assist with follow-up as needed.
- **Grants Administration:** Help manage the disposition of grants through their lifecycle in our portfolio (includes tracking where organizations are in the Foundation's process and ensuring all deliverables are met).
- **General/Program Administration:** Contribute to weekly status reports prepared for the family, and actively prepare for and participate in weekly check-in meetings with Foundation Trustees.
- **Foundation Representative:** Liaise with grantees and the broader nonprofit community as needed. This includes informal outreach (e.g., requests for information), formal correspondence, and participation in check-in meetings and site visits with current grantee partners.
- **Board Meetings:** Assist in the development and editing of materials for meetings (e.g., charts, grant recommendations, and report summaries) and active participation during these quarterly meetings.
- **Special Projects:** Assist with special projects assigned by the Executive Director or requested by the family.
- **Program Area Expertise:** Develop and share knowledge about the Jewish community, Israel, public education, public health (including mental health and wellness), and the social service/nonprofit landscape in NYC through proactive research, networking, and participation in select conferences and meetings.

Skills and Experience

- Bachelor's degree or an equivalent combination of training/work in a professional setting.
- 4+ years of program and administrative experience.
- Highly skilled in Microsoft Excel, PowerPoint, and Word.
- Excellent verbal communication, writing, editing, critical thinking, research, and analytical skills.
- Ability to effectively anticipate needs, prioritize competing demands, and execute with precision.
- Strong organizational skills and attention to detail are essential.

Personal Characteristics

- Exercises solid judgment, high integrity, and discretion when working with the family and external partners.
- Thrives in a dynamic, fast-paced environment with ample opportunities for learning.
- Successfully manages ongoing responsibilities while being able to shift gears and prioritize new projects as they arise.
- A self-starter who is thorough, proactive, and can work independently but enjoys being part of a team.
- Relationship-builder, continuous learner, and problem-solver.
- Eagerness to join a nimble, hard-working team that often pursues an all-hands on deck approach to our work.

Work Location

While the Foundation office is based in midtown Manhattan, the team continues to utilize a hybrid work model. Currently, though it is subject to change in the future, the team spends a portion of the week in the office (minimum of two days), with the option of working remotely on the remaining days. Team members align their schedules to maximize the opportunity to collaborate during in-office days.

Benefits

The anticipated base salary for the Program Associate is between \$80,000-\$95,000. Total compensation is commensurate with experience and includes a discretionary year-end bonus and employer contribution to a retirement plan. A generous benefits package is available that includes, but is not limited to, the following:

- Employer-contributed health, dental, and vision plans.
- Paid Time Off including vacation time, sick days, and paid holidays.
- Employer-contributed 401K plan.
- In-office meals – includes a stocked pantry as well as free breakfast and lunch daily.
- Reimbursement for gym or exercise-related expenses.
- Professional Development opportunities.

To Apply

If interested, please forward a resume with a cover letter to jobs@aronsonff.org No further action on your part is required. Should the Foundation wish to pursue your candidacy further, we will contact you.

The target start date is the spring of 2025.