

Associate Director, Programs  
The John Simon Guggenheim Memorial Foundation  
Location: New York, NY (on-site)

### About the Foundation

Created in 1925 by Senator Simon and Olga Guggenheim in memory of their son John Simon Guggenheim, the Guggenheim Foundation offers Fellowships to exceptional individuals in pursuit of scholarship in any field of knowledge and creation in any art form under the freest possible conditions. From the beginning, we have awarded our Fellowships based on merit alone, promising in our founding charter to “[aid] without distinction on account of race, color or creed, scholars, scientists and artists of either sex in the prosecution of their labors.”

Since our founding, we have supported over 19,000 writers, scholars, scientists, and artists in over 50 different fields of study across the fine arts, social sciences, humanities, and natural sciences. These individuals have pioneered new art forms, made world-changing discoveries, given voice to all manner of experience, and answered some of our society’s biggest questions.

### Position Summary

The Guggenheim Foundation seeks a highly organized, detail-oriented, and proactive Associate Director, Programs, to play a critical role in the management and implementation of our annual Fellowship competition and related activities. Reporting to the Vice President, the Associate Director will be responsible for providing essential support across all stages of the Fellowship cycle, as well as coordinating effectively with external vendors and internal stakeholders. This is an excellent opportunity for a dynamic individual with a passion for arts, culture, and/or any field of scholarship or scientific inquiry, to contribute meaningfully to the foundation's mission and the success of its flagship program.

### Compensation

- Salary will be in the range of \$80,000-\$100,000 annually, commensurate with skills and experience.
- You will be expected to work primarily on-site at our Manhattan offices Monday through Friday from 9AM to 5 PM with occasional extra hours.
- The Foundation provides a generous benefits package including fully paid medical/dental/vision premiums, a pension, 401(k) contributions, ample paid time off, and seasonal hybrid schedules.

## Responsibilities

### Fellowship Competition Management:

- Assist in the planning, implementation, evaluation, and ongoing improvement of the annual Fellowship competition to help ensure a smooth and efficient process.
- Serve as a reliable point of contact for applicant and Fellow inquiries, providing timely, accurate, and informative responses.
- Assist in the application review process, including recruitment and communication with reviewers, production and distribution of application and assessment materials, and management of review meetings.
- Help track and manage applicant submissions and data, ensuring accuracy and confidentiality.
- Analyze and develop reports on applications, selection outcomes, and other metrics as requested.
- Assist in the ongoing review and improvement of application guidelines and related materials.
- Support the notification process for applicants, both successful and unsuccessful.
- Support the processes of onboarding new Fellows and gathering end-of-Fellowship reports.
- Help maintain ongoing relationships with Fellows.

### Vendor Coordination:

- Serve as a liaison with external vendors, including outside legal counsel and others as needed.
- Ensure effective project management through shared understandings of requirements, timelines, and responsibilities.
- Track vendor performance and deliverables, ensuring adherence to contracts and quality standards.

### Program Support:

- Conduct research on relevant trends and best practices in academic, cultural, and philanthropic sectors.
- Assist as needed in the planning and implementation of virtual and in-person events for applicants and Fellows
- Assist with the preparation of agendas, minutes, reports, and presentations for the Board of Trustees and other audiences.
- Provide administrative and logistical support for other initiatives as needed.
- Supervise interns, with the possibility of greater managerial responsibilities in future years.
- Collaborate with colleagues in Advancement, Archives, Communications, and Finance to ensure open communication and smooth operations.
- Other duties as assigned.

## Qualifications

### Required Qualifications:

- Bachelor's degree.
- Minimum of 3-5 years of professional experience in program administration, grantmaking, or project management, preferably within a cultural organization, foundation, or higher ed institution.
- Strong attention to detail and a commitment to accuracy.
- Exceptional organizational and time-management skills.
- Excellent written and verbal communication skills, with the ability to interact professionally with a wide range of stakeholders in a variety of settings.
- Proficiency in Microsoft Office.
- Interest in and knowledge of artistic / cultural / academic / scientific landscapes.
- Ability to work independently and as part of a collaborative team.
- Discretion and ability to maintain confidentiality.
- Commitment to contributing to a collegial office environment and fostering a culture of philanthropy.

### Preferred Qualifications:

- Master's degree in a relevant field (e.g., arts administration, higher ed administration, or any field of arts, humanities, sciences, or social sciences).
- Demonstrated experience managing complex processes and timelines.
- Proficiency in conducting, synthesizing, and presenting research using both on-line and paper-based sources.
- Familiarity with online application platforms, database management systems, data visualization, and/or CRM platforms.
- Experience working with web development teams and understanding of website content management systems.
- Familiarity with legal contracts and vendor management practices.

## Equal Opportunity

The John Simon Guggenheim Memorial Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, pregnancy (including childbirth or related medical conditions), sexual orientation, gender identity or expression, disability, genetic information, military or veteran status, citizenship, or any other characteristic protected by applicable federal, state, or local law.

## Values

At the Guggenheim Foundation we believe in free inquiry, intellectual autonomy, and the work of individuals. Since 1925, the Foundation's singular mission has been to support artists, writers, scholars, and scientists at the highest level of achievement. Guggenheim Fellowships help these

exceptional individuals do the work they were meant to do, under the freest possible conditions. The Foundation centers the talents and instincts of the Fellows, whose passions often have broad and immediate impact. For example, Zora Neale Hurston wrote *Their Eyes Were Watching God* in 1936 with the support of a Guggenheim Fellowship and dedicated it to the Foundation's first president, Henry Allen Moe. Photographer Robert Frank's seminal book, *The Americans*, was the product of a cross-country tour supported by two Guggenheim Fellowships. The accomplishments of other early Fellows like Jacob Lawrence, Rachel Carson, James Baldwin, Martha Graham, and Linus Pauling also demonstrate the strength of the Foundation's core values and the power and impact of its approach.

### To Apply

If you feel you meet the requirements and your values align with the Foundation's, please apply by sending a resume to [search@gf.org](mailto:search@gf.org) with the subject line: Associate Director. Applications will be accepted beginning immediately and continue until Friday, June 13. Candidates who advance to second and third round interviews will be compensated for their time with a small stipend.