

Program Associate, Private Family Foundation (New York City)

Ceiba Advisory (CA) is a boutique consulting practice that assists families and individuals on issues related to long term legacy, governance, multi-generation engagement and grantmaking. CA seeks a full-time Program Associate (PA) to serve as outsourced staff for a private family foundation client. The PA will work in collaboration with CA's Principal and other assigned staff to assist the family in executing all aspects of grantmaking and grants administration. CA clients drive and lead their respective endeavors, so a successful candidate will need to be comfortable working with an evolving decision-making process.

Job Specifications

This position is full-time and open to candidates currently residing in the Tri-State area of New York (NY, NJ, CT). Although the role is remote and CA does not operate from a fixed office, employees are *required* to join in-person meetings on a regular basis in New York City. No exceptions to the in-person meeting requirement will be considered.

Compensation and Benefits

Salary is based on national and regional rates for comparable roles in private foundations and professional services firms. The salary range for the role is \$65,000 to \$85,000, commensurate with experience. Benefits include 401K with 3% match, 4 weeks paid vacation, 11 paid holidays, paid sick days, and paid professional development including conferences, courses and trainings to strengthen core skills. Health insurance coverage is not offered, although an annual Health Care Reimbursement Account of \$5,500 is provided to full time employees. Company owned hardware, software and other needed office supplies are provided to employees.

Responsibilities in order of importance

Operations/Grants Administration

- Maintain grants management system (Salesforce Grants Management)
- Ensure integrity and quality of grant data and support data requests related to tax compliance and other reporting
- Craft reports and analyses as requested by senior staff and client
- Assist in the processing of grant applications
- Create and manage correspondence including award letters, grant agreements, and declination letters
- Coordinate scheduling of internal and external meetings

Program & Grants Management

- Assist in management of grantmaking process, including proposal review, meetings, site visits, grant execution and ongoing grant monitoring
- Responsible for all meeting notes, to do lists and managing of all pending items at the direction of senior staff.

External Stakeholder Relations

- Assist in planning and executing meetings with grantees and key stakeholders.
- Project manage all follow-up items and document progress as directed.
- Engage in special outreach projects as directed by senior staff and client
- Assist in ongoing communications and relationship management of grantees and key stakeholders

Client relations

- Respond to on-demand requests from client and follow up as needed

Required experience and attributes

- Excellent communication skills, including writing, listening and speaking.
- Independent and mature self-starter, collaborative team player, and confident liaison for multiple constituencies and partners. Candidate must demonstrate the ability to adapt to a variety of circumstances, personalities, and communication styles.
- Participatory work style, meaning that the person is willing to roll up their sleeves along with everyone else to get the job done.
- Curious, open-minded, and perceptive individual who demonstrates strong emotional intelligence and pragmatism.
- Experience in working with individuals, families, or related entities a plus. Proven ability to execute a high level of confidentiality, discretion and sound judgment.
- Bachelor's Degree or equivalent post-secondary certification from accredited college, university or professional organization.
- 2-5 years of relevant US-domestic non-profit, business and/or government sectors (this includes internships after high school and/or during college years). Experience in K-14 education and related sectors a strong preference.
- Knowledge of private foundations and understanding of grantmaking and/or grants management a plus.
- Tech savvy with experience using web-based information management platforms; knowledge of Salesforce a plus.

Application process

Please submit a cover letter and resume to nycjobs@ceibaadvisory.com by April 15, 2025.

Interview candidates will be notified within two weeks of the application deadline. **No telephone or email inquiries will be fielded.**