



The Overbrook Foundation

Job Title: Program Associate, Human Rights

Location: The Overbrook Foundation; New York, NY

Reporting Line: Director, Human Rights

The Overbrook Foundation:

The Overbrook Foundation (the “Foundation”) is a family foundation that supports organizations advancing human rights and conserving the natural environment. Founded in 1948, the Foundation has a fourteen-member Board of Directors and a professional staff of seven. The Foundation awarded approximately \$10 million in grants in 2025.

Position Overview:

This position is based in NYC and requires work in person at the Foundation’s offices in Midtown three days most weeks, with two days typically worked remote. The Program Associate is a core member of the Overbrook Foundation’s Human Rights program team, which focuses on defending democracy and advancing reproductive health, rights, and justice in the United States, as well as supporting human rights defenders in Central America.

Reporting to the Foundation’s Director of Human Rights, the Program Associate will provide administrative and logistical support across all stages of grantmaking and will help with the execution of program strategies. The Associate is responsible for administering program grants, supporting the Foundation in Board meeting preparation, and providing administrative support to program areas. The Program Associate is also responsible for representing and communicating about the Foundation’s grants and grantmaking strategies to current or potential grantees, funders, and others interested in the Foundation’s work.

The Program Associate will also engage in special Foundation-wide projects which may include strategic planning, communications, and management of other special funds.

The candidate must be a team player, detail-oriented, open-minded, and flexible. Strong organizational, project management, interpersonal, and writing skills are required. As the Foundation has a small staff, employees coordinate closely, and everyone contributes to the office’s administrative operations. The Program Associate will be responsible for helping with meeting preparation, scheduling, and other administrative tasks as needed.

Responsibilities:

- Project manage grantmaking cycle, including establishing and managing timelines and tracking grant proposals, existing grants, and grantee reports
- Track Foundation’s Human Rights program budget



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- Assist with all phases of grantmaking, including invitation, review, selection, processing, and administration of grants
- Regularly schedule and attend meetings with current and prospective grantees
- Draft presentations, grant reports, and other documents for Board of Directors meetings
- Participate in and present materials during high-level discussions with Board of Directors, grantees, and other external partners
- Draft correspondence and regularly communicate with grantees, prospective grantees, and partners
- Assist in planning and execution of programs and materials for special projects, including donor engagement and organizing efforts
- Attend external meetings and events on behalf of the Foundation
- Develop website and social media content
- Conduct research into prospective grantees and new or emerging areas of the Foundation's strategy to help inform decision making, and maintain internal database of potential grantees and partner institutions
- Support recruitment of and provide supervision to Human Rights Fellow
- Assist with logistics, set up, and clean up for Board Meetings and Retreats
- Assist with scheduling and work-related travel planning for Director of Human Rights and, on occasion, other senior staff members
- Other administrative tasks as required

Qualifications:

- Bachelor's degree or equivalent experience related to the role
- Minimum three years of relevant work experience, preferably in the nonprofit or philanthropic sector
- Desire to work as a part of a highly collaborative, small team and eagerness to take on administrative tasks to help a small office run effectively
- Willingness to be flexible and adaptable to changes in the needs of the Foundation's various initiatives
- Detail-oriented, with excellent organizational and project-management skills
- Strong writing and analytical skills and demonstrated proficiency in the use of Google Suite and Microsoft Office computer applications
- Effective interpersonal skills and demonstrated ability to interact professionally with staff, grantees, and partners across varied geographies.
- Strong verbal communication and presentation skills
- Ability to take initiative and work independently, as well as part of a team



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- Ability to manage multiple deadlines, establish and negotiate timelines, and ensure timely delivery of high-quality work
- Sense of humor and positive attitude
- Educational background, professional experience, or demonstrated interest in one or more areas of Overbrook's Human Rights program a strong plus

Salary and Benefits:

The Overbrook Foundation offers a competitive salary and benefits package, including a generous 401k plan, health, and dental insurance. Salary range for this position is \$75,000-\$85,000, dependent on qualifications and experience. The position is based in New York City and requires in-office presence three days a week. The position typically requires up to two weeks of travel a year.

How to Apply:

Interested applicants should email a resume and cover letter to humanresources@overbrook.org. Please include "Program Associate – YOUR NAME" in the subject line. In your short cover letter, please address why you are interested in working at The Overbrook Foundation. The application deadline is January 31, 2026, although interested candidates are encouraged to submit materials early as applications will be considered on a rolling basis. Due to a large volume of requests, we will not be able to confirm that we received your application. No phone calls please.

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment. We value a diverse and inclusive workplace and encourage candidates from underrepresented communities, including BIPOC individuals, to apply. Applicants who need a reasonable accommodation during the hiring process may contact us. Thank you in advance for your interest and work on this application.