

Program Assistant

Laurie M. Tisch Illumination Fund

Location: New York, NY (Hybrid – in-office three days per week)

Website: <https://thelmtif.org/>

Application Deadline (preferred): March 6, 2026. Applications will be reviewed on a rolling basis, and interviews will be scheduled as applications are received.

Hiring Timeline: February–March 2026

About the Laurie M. Tisch Illumination Fund

The Laurie M. Tisch Illumination Fund (Illumination Fund) works to increase access and opportunity for all New Yorkers and to foster healthy, vibrant communities. Guided by an equity lens, the Fund supports initiatives and issues grants grounded in the belief that everyone should have access to positive and enriching opportunities that define a full range of human experience—and that circumstances of birth should not limit choices or short-circuit success.

The Illumination Fund's work spans multiple, intersecting program areas, including Arts Access, Civic Engagement, Jewish Life, and Health, with many initiatives crossing traditional sector boundaries. The Fund emphasizes collaboration, learning, and shared impact across its portfolio. Current major initiatives include Arts in Health and Play to Thrive, both of which operate through cohort-based grantmaking models designed to strengthen grantee networks, deepen learning, and elevate field-wide practice.

Position Overview

Reporting to the Senior Program Officer, the Program Assistant plays an integral role in supporting the coordination, implementation, and ongoing operations of the Illumination Fund's grantmaking and initiatives across all program areas, including Arts Access, Civic Engagement, Jewish Life, Arts in Health, and Play to Thrive (sports-based youth development).

This role serves as the operational hub for program activity, providing front-line coordination, triage, and oversight to ensure programs run smoothly, deadlines are met, and stakeholders receive timely, accurate support. The Program Assistant is often the first point of contact for program-related inquiries and is responsible for exercising judgment in routing requests, prioritizing deadlines, and escalating issues appropriately.

The role combines program coordination, grants management, communications, and administrative support, with particular emphasis on managing overlapping timelines, maintaining strong systems, and supporting cross-team coordination. This is an early-career position well suited to a highly organized, proactive generalist interested in philanthropy, equity-driven work, and complex, multi-program environments.

Key Responsibilities

Program Coordination & Front-Line Triage

- Serve as a primary point of contact for grantees, applicants, partners, and consultants across all program areas, supporting a positive, responsive, and professional grantee experience.
- Act as front-line intake and triage for program-related inquiries, exercising judgment in routing requests, prioritizing deadlines, and escalating issues appropriately.
- Support program coordination across Arts Access, Civic Engagement, Jewish Life, and initiative-based work including Arts in Health and Play to Thrive.
- Manage overlapping program timelines, deadlines, and deliverables across the portfolio, balancing competing priorities and ensuring follow-through.
- Maintain a centralized view of program activity to anticipate bottlenecks, identify risks, and flag issues early for program leadership.
- Anticipate program needs and identify issues before they escalate, proactively proposing solutions or next steps.

Cohort & Initiative Support

- Coordinate cohort-based models for Arts in Health and Play to Thrive, including scheduling and supporting quarterly cohort meetings; preparing agendas, materials, and registrations; and implementing follow-up communications.
- Administer and track professional development stipends and learning opportunities for cohort participants, ensuring timely communication, documentation, and coordination.
- Coordinate conference registrations, external learning opportunities, and related logistics for grantees and cohort participants.
- Participate in select meetings and calls with current and prospective grantees and partners; prepare notes, summaries, and follow-up actions.

Grants Management, Monitoring & Systems

- Support the Senior Program Officer and broader program team with program implementation activities across all funding areas, including proposal review, background research, meetings, site visits, and analysis.
- Assist grantees in completing funding applications, progress reports, and related materials, ensuring accuracy, completeness, and alignment with guidelines.
- Track proposals, grant agreements, reports, and modifications using the Fund's grants management system (Foundant), maintaining accurate, consistent, and up-to-date records.
- Review and summarize programmatic and financial grant reports; follow up with grantees to request clarification or additional information as needed.
- Proactively flag risks, gaps, or misalignments in timelines, documentation, or reporting requirements.
- Support program evaluations and synthesize findings to inform internal learning and strategy development.

Events, Convenings & Exhibitions

- Support planning and implementation of foundation-hosted and partner events, convenings, cohort gatherings, site visits, and special meetings across program areas.
- Collaborate with grantees on rotating, mission-aligned office exhibitions and related events, supporting logistics, coordination, and communication.

Communications & Internal Coordination

- Draft correspondence, proposal summaries, meeting notes, and background materials to support program leadership.
- Handle sensitive communications with professionalism, discretion, and tact.
- Support communications projects in collaboration with consultants and internal staff, including website and social media content related to programs and initiatives.
- Work closely with the Office & Grants Administrator to maintain accurate records, track grant status, and support funding flows.
- Support internal coordination across program, operations, and leadership teams, helping ensure alignment, clear communication, and smooth execution.
- Implement meeting follow-up and support special projects as assigned.

Qualifications

Required

- Bachelor's degree or equivalent combination of education and relevant experience.
- 3–5 years of professional experience in a foundation, nonprofit, public sector, or social impact organization.
- Strong organizational, project management, and multitasking skills, with exceptional attention to detail.
- Demonstrated ability to manage multiple priorities and deadlines in a fast-paced, collaborative environment.
- Excellent written communication skills and the ability to synthesize and summarize complex information clearly and concisely.
- Strong analytical and critical thinking skills, including qualitative research and evaluation support.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and comfort learning new systems.
- Strong interpersonal skills and the ability to communicate effectively with diverse stakeholders.
- Professional discretion and sound judgment in handling sensitive information and high-touch relationships.

Preferred

- Experience or academic training related to arts access, civic engagement, Jewish life, arts in health, sports-based youth development, or youth mental health.

- Familiarity with grants administration, monitoring, and assessment.
 - Experience working with cohort-based programs or learning communities.
 - Ability to read and understand basic financial and budgetary materials.
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What Success Looks Like in This Role

Within the first 6–12 months, the Program Assistant will:

- Serve as a trusted operational hub for program activity, ensuring smooth execution across multiple program areas.
 - Effectively manage competing timelines, deadlines, and deliverables across the portfolio.
 - Coordinate cohort logistics, meetings, stipends, and learning opportunities for Arts in Health and Play to Thrive.
 - Proactively identify risks, gaps, and emerging needs and flag them early for program leadership.
 - Build strong, respectful relationships with grantees, colleagues, and partners through clear, empathetic, and timely communication.
 - Demonstrate growing fluency in grantmaking operations, systems stewardship, and cross-program coordination.
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Compensation & Benefits

The Illumination Fund offers a generous total rewards package, including comprehensive benefits and a collaborative, mission-driven work environment. Compensation is competitive within the philanthropic sector and determined based on experience and skills.

- Estimated annual salary range: \$70,000 - \$80,000
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Commitment to Inclusion & Accessibility

The Illumination Fund is committed to building an inclusive workplace where all individuals are treated with dignity and respect. Employment decisions are made without regard to race, color, religion, sex (including pregnancy and related conditions), gender identity or expression, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic.

We welcome applications from candidates of all backgrounds and are committed to providing access and accommodations throughout the hiring process.

How to Apply

Please submit a **resume** and **cover letter** describing your interest in and qualifications for the role by March 6, 2026 to kgrant@tempstaffingandsearch.com. Incomplete applications will not be considered.

The Illumination Fund is partnering with Temporary Staffing + Search (TSS) to support this search. This is a direct-hire position with The Illumination Fund. TSS will review all applications carefully and will contact only those candidates selected for interviews.

For more information about TSS: <https://www.tempstaffingandsearch.com/>