

Job Title: Program Assistant, Climate

Organization: Bernard and Anne Spitzer Charitable Trust

Location: New York, NY (Midtown)

Status: Full-time, Exempt

Summary

The Bernard and Anne Spitzer Charitable Trust, a family foundation, supports advocacy for social change that promotes human dignity and contributes to a more just, democratic, and environmentally sustainable world. The Trust is seeking a dynamic, highly organized, and collaborative individual to serve as a Program Assistant.

The Program Assistant will work closely with the Senior Program Officer for Climate on administrative and programmatic matters, providing support across all stages of grantmaking. The Climate Program supports work to manage the risks of climate change through technological innovation, reducing greenhouse gas emissions, and enhancing the resilience of human and environmental systems. Its grants support analysis and advocacy to accelerate the development and deployment of a range of climate technologies, including renewable energy, energy storage, geothermal energy, advanced nuclear power, carbon capture, and carbon removal. Other areas of focus include state and federal permitting reform, expanding the transmission grid, and bringing clean firm sources of electricity online.

Responsibilities

- Support the Senior Program Officer in reviewing grant applications and reports and in monitoring the progress of grantees.
- Assist in planning and preparing for the Trust's board meetings, including drafting and editing grant recommendation memos, program overviews, and other board materials and communications.
- Track grantee activities and achievements and assist the Senior Program Officer in drafting narrative reports regarding the Trust's portfolio of climate grants.
- Help maintain the Trust's grants database, budget spreadsheets and grant calendars, and coordinate grant processes for the Program.
- Assist the Senior Program Officer in responding to inquiries and requests for information from the board, grantees, applicants, and others.
- Plan and coordinate logistics for meetings and events.
- Assist with special projects and other duties as needed for the Program. On occasion, the Program Assistant may be asked to assist with administrative duties for other Programs and the Trust office.
- Attend meetings with the Senior Program Officer and serve as the initial point of contact for grantees.

Qualifications

The ideal candidate will be an excellent communicator, interpersonally and in writing, and will be able to manage multiple tasks simultaneously. Desired qualifications include:

- A demonstrated interest in the mission, goals, and values of the Trust and its programs.
- At least a bachelor's degree and 2-4 years of professional experience, preferably in the nonprofit or foundation sectors. Candidates with graduate degrees and comparable work experience are also welcome to apply.
- Excellent written and oral communication skills.
- Strong project management abilities, including excellent attention to detail, ability to manage time efficiently, meet deadlines, and work independently with minimal guidance.

- Proficiency in Microsoft Office Suite. Experience with grants management or other online database software is preferred but not required.
- Strong interpersonal skills that support constructive partnerships and relationships, and the ability to communicate effectively with grantees, board, staff, and Program partners.
- Well-developed problem-solving skills and a willingness to ask questions and seek assistance if needed.
- Comfortable with ambiguity and the willingness to be flexible and adapt to change.
- Goodwill, a sense of humor, and a commitment to collegiality in a small team. Ability to work collaboratively while maintaining a high level of confidentiality.

Location

Midtown NYC. We currently work on a hybrid schedule with two required days (Tuesdays and Wednesdays) in the office.

Compensation and Benefits

The salary for this position is \$70,000 - \$85,000. Incoming salaries are based on experience and internal equity.

Generous benefits package includes four weeks paid vacation, summer Friday schedule and other additional office-wide closures; 100% employer-paid medical, dental, and vision benefits; retirement savings plan with 10% employer contribution; an employee-recommended grants program; an educational reimbursement program; and other benefits.

How to Apply

Please submit a cover letter and resume to jobs@spitzertrust.org. Please include “Climate Program Assistant – LAST NAME, FIRST NAME” in the subject line.

No phone calls, please.

The Bernard and Anne Spitzer Charitable Trust is committed to the principles of equal employment opportunity and compliance with all federal, state, and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Trust ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status, liability for service in the United States Armed Forces, or any other protected status. If reasonable accommodation is needed to participate in the job application or interview process, please email jobs@spitzertrust.org.