



Program Operations Associate Position Description

Organization

The Peter and Carmen Lucia Buck (PCLB) Foundation is a private family foundation that seeks to help people solve problems in their communities. Our program areas are Education, Outdoors, Medicine, Science, and Family Projects. In those areas, we identify and support dynamic leaders and effective organizations who work unselfishly to improve and empower those around them. We provide problem-solvers with connections, information, experience, and money that they need to provide their communities with critical skills and resources – ultimately, to do something remarkable.

Position Summary

The Program Operations Associate (Associate) plays a central role in coordinating and advancing the Foundation's programmatic operations. Serving as a key operational bridge between the Programs and Grants Teams, the Associate helps align priorities across teams and ensures that workflows, communications, decisions, and deliverables move forward efficiently and on schedule. The Associate exercises independent judgement to determine appropriate follow-up actions and resolve workflow challenges. They anticipate potential roadblocks, identify opportunities to improve efficiency, and work across teams to strengthen coordination, accountability, and progress.

Additionally, the Associate provides support to the Executive Director (ED), managing the ED's calendar and scheduling priorities in consultation with the ED; monitoring their evolving priorities and commitments; and helping ensure timely follow-through on Board-related communications and action items.

The ideal candidate is highly proactive and confident in taking ownership of complex operational challenges. This role requires strong organizational and relationship management skills – including a high level of comfort interacting with colleagues at all levels of the organization – sound judgment, discretion, attention to detail, and a strong follow-through mindset. Success in this role requires the ability to assess situations, determine appropriate courses of action, be resourceful, and influence progress across teams even without direct authority.

Responsibilities

Program & Grants Operations

- Drives communication and/or meetings between program staff and grants staff to coordinate typical and off-cycle grant-making workflows, deliverables, and deadlines, ensuring alignment across teams.
- Designs, manages, and continuously improves core program and grant-related documents (e.g. briefing materials, summary documents, process maps, decision memos) as tools to structure workflows, clarify next steps, and drive progress across teams.
- Builds and manages shared trackers or systems that support visibility into grant-making timelines and deliverables.
- Tracks grant-making timelines and outstanding deliverables across Program and Grants teams, proactively identifying risks and dependencies, helping ensure work or decisions move forward on schedule.
- Communicates with staff on deadlines, missing materials, or pending decisions so that the grant cycle can continue to progress on time.
- Keeps Program staff and leadership on track with work related to strategic plan changes, including facilitating communication and/or scheduling meetings; developing and



- maintaining trackers; proactively tracking progress; and following up with staff.
- Collaborates with the ED and Program Director to develop Program Officer meeting agendas, prepare supporting materials, and if applicable, coordinate post-meeting follow-ups.

Executive Director Support

- Manages and prioritizes the ED's calendar, coordinating scheduling for both internal and external meetings.
- Helps align the ED's time with organizational priorities by recommending adjustments and flagging scheduling conflicts.
- Supports ED's preparation for board-facing conversations by drafting or coordinating with internal teams to provide meeting materials and ensuring materials are provided on time.
- Assists with follow-up and execution on key action items emerging from board conversations.

Communications

- Coordinates, compiles, and edits information from the ED and internal teams to create monthly reports to the Board on the Foundation's activities.
- Coordinates, compiles, and edits information from Program staff to create a grant-making overview document for the Board each grant cycle.
- Assists the Program & Administrative Officer with compiling annual Progress Update Reports to the Board.
- Drafts and edits annual reports on the Foundation's grant-making, partnering with Grants Team to obtain grants data.
- Supports Program staff in drafting other communications, as needed.

Qualifications

A qualified candidate possesses:

- Commitment to the Foundation's core values of Excellence, Fairness, Humility, Self-Reliance, and Trustworthiness.
- Commitment to and belief in the Foundation's core program areas and portfolios.
- Exceptional organizational and project coordination skills with strong attention to detail.
- Demonstrated ability to prioritize competing demands and navigate a dynamic environment with sound judgment.
- A problem-solving mindset and is adaptable when plans change or challenges arise.
- Excellent written and verbal communication skills, including experience drafting polished professional materials.
- Strong interpersonal skills and ability to work effectively across teams and seniority levels.
- High level of discretion and professionalism when handling sensitive information.
- Proficiency with Microsoft Office Suite, including Microsoft Planner or similar project management tools.
- 4–6 years of experience in operations, program coordination, or executive support. Prior experience working with foundations or non-profits is preferable but not required.

Location

Staff spend three days per week "with people," i.e., in the field with grantees or in the New York City office with colleagues. The other two days may be remote.

Compensation

The annual starting salary range is \$85,000 to \$95,000, and the salary is commensurate with the



The Peter and
Carmen Lucia Buck
Foundation

candidate's skills and experience. PCLB also offers a strong benefits package.

Application Process

Interested applicants should submit a cover letter and resume to careers@pclbfoundation.org with "Program Operations Associate" and where you found this job posting in the subject line. We will review applications on a rolling basis until the position is filled.

The Peter and Carmen Lucia Buck Foundation is an equal opportunity employer.