

Job Title: Assistant Program Associate

Location: New York, NY

Term: Full-time, Two-Year Position

About the Foundation

At The Starr Foundation, we believe philanthropy is about building partnerships, creating opportunities, sustaining collaborations, and investing in the future. We support organizations with strong leadership and the capacity to address complex challenges with durable results, including advancing medical research, improving access to education, upgrading delivery of basic social services, and fostering mutual understanding across cultures and fields. For more information, please visit our website at starrfoundation.org.

Working at the Foundation

The Foundation has a distinct collegial and professional culture. We are a small, long-standing team that values respectful relationships, trust, and a warm, positive workplace. Because we maintain a lean operational structure, staff members often contribute across roles and manage multiple priorities with flexibility, initiative, and a can-do attitude.

We are seeking candidates who are adaptable, detail-oriented, and who embrace high standards of excellence, goal setting, and accountability. In this role, the successful candidate will build collaborative relationships with all members of our staff and have the poise and judgment to liaise with the offices of C-suite executives outside of the Foundation. They will also communicate with grantee organizations of all sizes and represent the Foundation with professionalism and respect. Above all, staff are dedicated stewards of C.V. Starr's legacy and the mission of The Starr Foundation.

Position Overview

The Assistant Program Associate will support the Foundation's program and grants management team. The role is envisioned as a two-year commitment, offering the opportunity to gain valuable experience in philanthropy, nonprofit management, and grantmaking. The Assistant Program Associate will work closely with the program staff, Grants Manager, and administrative team, which involves administrative and programmatic responsibilities.

This is an in-office, 5 days per week, full-time non-exempt position. The Foundation does not offer hybrid work arrangements, but strives to be flexible and accommodate individual circumstances as needed.

Key Responsibilities

- Assist program team with research, analysis, and preparation of materials for meetings and site visits.
- Support the Grants Manager with grants administration, including processing applications, maintaining records, tracking deadlines in GivingData, and communicating with grantee organizations as needed.
- Review and analyze grantee progress reports.
- Regularly update and maintain the Foundation's website with program information, grant announcements, and news (familiarity with WordPress is a plus).
- Draft correspondence, reports, and summaries for internal and external use.

- Provide logistical and administrative support for Board meetings.
- Monitor and organize grant files and databases to ensure accuracy and completeness.
- Perform other duties as assigned to support the smooth functioning of the Foundation's team.

Qualifications

- Bachelor's degree required.
- 3–4 years of professional work experience, ideally in the nonprofit sector.
- Demonstrated interest in and engagement with nonprofit organizations.
- Strong analytical, problem-solving, and organizational skills with the ability to manage multiple priorities and meet deadlines.
- Excellent written and verbal communication skills.
- Comfortable working independently and equally committed to collaboration with a small, fast-paced team that is respectful of and attentive to deadlines.
- Detail-oriented, adaptable, and eager to learn.
- Proficiency in Microsoft Office Suite; experience with database systems and/or website content management systems preferred. Familiarity with GivingData is a plus.

Compensation & Benefits

The salary range will be \$65,000 - \$95,000, commensurate with experience, along with a competitive benefits package that features:

- A 401(k) retirement savings plan, including an employer match and additional employer nonelective contributions.
- Comprehensive insurance coverage, including medical, dental, vision, life and accidental death, and disability.
- Paid time off benefits, including holidays, vacation, personal, and sick days.
- An employee matching gifts program.

Application Instructions

To apply, please submit a resume and cover letter detailing your interest in this position and in working at The Starr Foundation, and how your professional experience relates to the qualifications or responsibilities of this position. Applications should be emailed to info@starrfoundation.org with the subject line: *Assistant Program Associate – [Your Name]*. Application materials should be submitted as a single PDF attachment. Applications will be reviewed on a rolling basis until the position is filled. Please note that while all complete applications will be reviewed, we will only contact you if we decide to move forward with your candidacy for the role.