

## **Tiger Foundation – Program Associate**

### **About the Foundation**

Tiger Foundation is a private foundation established in 1990 by Julian H. Robertson, Jr., Chairman of Tiger Management, L.L.C. His goals in creating the Foundation were to support non-profit organizations in New York City working to break the cycle of poverty and to encourage active, informed philanthropy among the investment staff at the company. The Foundation's board consists primarily of investment sector professionals who have previously been or currently are affiliated with Tiger Management. Board members not only commit their personal financial resources to the Foundation but are also actively engaged in the grantmaking process.

Since its inception, Tiger Foundation has provided \$300M in grants to high-performing community-based organizations that serve individuals and families in New York City's lowest-income communities (nearly \$20M in funding was awarded in 2020). Tiger's grantmaking is concentrated solely in the five boroughs of New York City and focuses on the areas of education, family support, youth services, employment, and criminal justice. For more information, please visit <http://www.tigerfoundation.org>.

### **About the Role**

Tiger Foundation is seeking a full-time Program Associate to work closely with our small program team. The Program Associate manages communications for senior leadership and with board members and assists with significant preparation of board-facing materials for ~18 board meetings per year across multiple portfolio committees. Successful management of those activities ensures that the team can effectively focus on grant reviews for our portfolio of 60-75 nonprofit partners. We seek a proactive individual who is well organized with very strong attention to detail and the ability to manage multiple time-sensitive projects simultaneously. While there are significant administrative aspects to this position, the Program Associate will also observe all stages of grantmaking and attend all board meetings (18 meetings/year, typically from 5-7pm on Tuesday evenings). It is an ideal opportunity for an individual open to learning the Foundation's funding areas and grantmaking strategy.

## Responsibilities

- Assist in preparation of materials for use at ~18 board meetings/year; includes writing guest speaker bios, managing meeting minutes, and preparing portfolio grant lists
- Manage the calendar of Tiger Foundation activities and schedule meetings for senior staff with prospective grant recipients and external partners
- Manage correspondence with board members around board meetings operations; includes regular uploads to online portal, email outreach to board committees, and organization of trustee responses to invitations and requests
- Compile and synthesize articles and reports relevant to Tiger Foundation's portfolios to keep team informed
- Screen initial grant requests from organizations soliciting funds from Tiger Foundation
- Take notes at staff meetings and during meetings with potential grantees. Over time, help prepare meeting agendas and prepare team for meetings to increase productivity
- Assist with management of donations; includes annual appeal letter production and mailing and pledge recordkeeping
- Periodically update the foundation website with grantmaking activity and other updates
- Any other duties appropriate for the position that may be assigned from time to time by the Program Associate supervisor

Responsibilities may evolve over time. Potential additional activities include research projects, intern management, and creation of informative materials for board meetings such as PowerPoint decks that provide contextual information on Tiger's funding areas and analytical tools which illustrate grantees' outcomes or financial data.

## Preferred Qualifications & Competencies

- A Bachelor's degree with 1-2 years of prior work experience (full or part-time), or equivalent experience
- Proficiency in Microsoft Office Suite including Word and Excel
- Demonstrated interest and/or experience in mission-driven work
- Motivated by the opportunity to learn about the Foundation's grantmaking approach and program areas (education, youth programs, workforce development, etc.)
- Highly organized with strong attention to detail; adheres to strict deadlines, but also flexible when timelines shift
- Ability to juggle multiple tasks with overlapping deadlines, prioritizing as needed
- Excellent written and communication skills
- Interest in collaboration; good listener with willingness to take direction
- Good research and analytical skills
- Ability to exercise discretion and handle confidential information sensitively

## Compensation

- The position is full-time
- Base salary range is \$55,000-60,000, with exact salary depending on experience
- Includes an excellent benefits package and investment in professional development opportunities

## Commitment to DEI

Tiger Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Tiger approaches the hiring process with the understanding that incorporating diverse viewpoints into Tiger's grantmaking approach and work environment strengthens the foundation's ability to make impactful progress towards our mission. The foundation is committed to continual learning and reassessment of our strategy and operational processes in relation to Diversity, Equity, and Inclusion (DEI) practices, including through engagements with DEI-focused practitioners, learning from grantee partners, and internally conducted research and resource gathering.

## Additional Information

Due to COVID-19, staff are currently temporarily working in a hybrid capacity (with some activities in person). Operations are expected to fully resume in person at Tiger Foundation's office in Midtown Manhattan at an appropriate time.

## How to Apply

If interested, please email a cover letter and resume to [hr@tigerfoundation.org](mailto:hr@tigerfoundation.org) by Tuesday, November 9<sup>th</sup>, 2021.