



The [Whiting Foundation](#) seeks a **full-time Program Assistant** with an avid interest in contemporary literature and a passion for organization, detail, and project management to support our grantmaking. Working as an integral member of our five-person team, the Program Assistant will gain an insider's understanding of how foundations and the publishing world operate, hone administrative acumen, and actively contribute to the advancement of literature and the humanities.

The ideal candidate is someone with 2-3 years of experience in arts administration or philanthropy who hopes to continue building a career as a nonprofit professional.

About the Whiting Foundation

Whiting is a not-for-profit private foundation based in New York City that has supported literature and the humanities for nearly 50 years. Our literary programs include the [Whiting Awards](#), which give \$50,000 annually to each of ten emerging writers of fiction, nonfiction, poetry, and drama; [Creative Nonfiction Grants](#) to support the final stages of writing deeply researched and imaginatively composed books; and [Literary Magazine Prizes](#) to advance the crucial role of print and digital publications as champions of writers and writing. In the humanities, our grants fund [the preservation of endangered cultural heritage around the world](#) and [engagement with robust content at the high-school level](#). By nurturing new creation and expanding access to art and insight, we aim to help bring about a world where everyone can engage deeply with the richness of literature and the humanities.

Key Responsibilities and Requirements

The core of the Program Assistant's job is handling the logistics that drive the success of our grant programs. Here are the key areas of activity along with bullets describing some of the qualities we seek in our next team member:

- **Program administration:** The Program Assistant manages complex processes such as tracking applications, coordinating distribution of materials to reviewers, compiling evaluations, and organizing information and materials in preparation for selection meetings and announcements.
 - Demonstrated success in a previous office administration job
 - Fluency in Microsoft Office (Word, Excel) and Google Drive (Docs, Sheets)
- **Database and website maintenance:** The Program Assistant maintains our contact databases and keeps our website up to date. This includes adding grantees and reviewers, removing out-of-date information, and following news about our grantees and industry staff changes.
 - The ability to quickly learn new software and CRM systems (e.g., Mailchimp)
 - Strong research skills and the ability to synthesize information effectively
- **Event and office coordination:** The Program Assistant ensures our events run smoothly, from public celebrations to internal selection meetings. This includes arranging scheduling, travel, venues, and on-site logistics. The role also helps manage the logistics of our office.

- Facility with details and the ability to tackle complexity without hesitation
- A proactive, highly organized approach to tasks
- **Communication with grantees, partners, and the public:** The Program Assistant fields questions from grantees and potential applicants; works closely with our external publicists and designer; and interacts with distinguished authors, representing the Foundation and its mission.
 - Maturity of judgment and strong communication skills
 - Discretion and diplomacy in handling confidential information
- **All that jazz:** Because we are a small, energetic organization, there is some fluidity in all of our roles. The Program Assistant will be called on to help with additional tasks throughout the year, from the mundane to the generative.
 - Collegial attitude and good humor
 - Strong commitment to and joy in supporting writers and humanists

Job Details

The position is full time with an ideal start date in late June 2024. The starting salary range is approximately \$55,000-60,000, based on experience and other qualifications. Whiting also provides a competitive benefits package, including subsidized health care and 401k matching.

The position requires being in our Tribeca offices in person 2-3 days a week and availability to join a few evening or weekend events each year.

How to Apply

We are using [Idealist](#) to receive applications and will review them on a rolling basis. To apply, please submit through Idealist two separate PDFs: (a) your resume, and (b) a thoughtful cover letter that describes your interest in and professional fit with the Program Assistant position as described above. Unfortunately, due to the size of our staff, we will not be able to acknowledge receipt of applications, but you should receive a confirmation note from Idealist when you submit your materials.

We welcome applicants of all backgrounds; Whiting is an equal opportunity employer.