Program Associate
The Roots & Wings Foundation

OVERVIEW

About the position

Roots & Wings is looking for a Program Associate to help shape our growing foundation. This position will help make a positive impact on the lives of many people living in under-resourced communities. Under the supervision of the Grants & Impact Manager, the Program Associate will support the grants program with administration, research, and communications. Other responsibilities will include grantee technical support and data management.

About the foundation

The Roots & Wings Foundation is a family foundation headquartered in Seattle, Washington. To help children grow strong from the roots up, the foundation supports nonprofit organizations helping low-income children and families reach their full potential. Since launching in 2020, the foundation has donated $134 million in grants to nonprofit organizations working in healthcare, early learning, basic needs, and safety & justice. The foundation currently supports more than 260 grantee partners through trust-based grantmaking practices. We value the expertise of our partners and actively work to reduce the burden that foundations have traditionally imposed on grantee partners.

About the candidate

A strong candidate for this position will have nonprofit or foundation experience, as well as excellent interpersonal skills, strong attention to detail, and a passion for social impact work. We encourage applications from candidates with a wide range of experiences and backgrounds, especially those with lived experience and from groups historically underrepresented in philanthropy.

KEY RESPONSIBILITIES

Grants Administration

- Assist program team with preparing grant-related documentation such as applications, grant agreements, annual reports, and meeting notes
- Enter and maintain data in the foundation’s grants management system (Foundant) to ensure that records are up-to-date and accurate, including partner contact information, recent interactions and notes, and grant history
- Work collaboratively with the program team to track grant inquiries, existing grants, and partner reports
- Troubleshoot issues pertaining to the grants management system and provide technical support to staff and partners
Program Associate  
The Roots & Wings Foundation

Research

- Research and synthesize information about current and prospective partners
- Conduct research in established and emerging issues related to the Foundation’s interests
- Assist with reporting and data analysis
- Maintain knowledge of the foundation’s programs and priority funding areas and keep current on research, activities, and trends in the philanthropic sector
- Proactively address anything else needed to maintain a great organization

Communications

- Support the program team in communicating with applicants and partners
- Assist with tracking and responding to funding-related inquiries
- Help maintain accurate grant and partner information for the foundation’s website

QUALIFICATIONS

- Bachelor’s degree or comparable experience that includes the ability to read, analyze and synthesize complex material and prepare written summaries
- 3+ years of professional work experience in grantmaking, foundation operations, or related fields
- Value diversity of thought, backgrounds, and perspectives
- Aptitude to learn various technologies including grants management software (Foundant), Microsoft Office, and DropBox
- Enthusiasm for joining a growing organization and an ability to thrive in a small, dynamic team environment
- Willingness and ability for occasional local and national travel

Location: Seattle, WA (office-based job; some work may be done remotely)

Employment Type: Exempt, Full-Time (or option of Part-Time at 32 hours a week)

Compensation: Salary range is: $92,000 - $138,000 for Full-Time; salary offer will be based on experience

Benefits: 100% employer paid insurance for health, dental, and vision (includes dependents); optional supplemental insurance; paid holidays, paid time off, paid family leave, retirement contributions, employee gift matching, professional development opportunities, and paid sabbaticals

To Apply: Email resume and cover letter to info@rootswings.org with subject line ‘Program Associate’ by 5pm PST on January 11, 2024