Hiring Announcement: Program Associate

Pritzker Pucker Family Foundation (PPFF) is a private, family foundation which supports transformational, sustainable and collaborative initiatives focused on community wellness, violence reduction, the creative arts economy, and educational opportunities. Based in Chicago, PPFF’s strategic grantmaking is locally focused and has driven prevention, intervention and systemic efforts designed to have a positive impact on disinvested and marginalized communities. For more information, visit www.pritzkerpuckerfamilyfoundation.org

Are you looking for us?
Advancing initiatives for the greater good is your hallmark, and you want to increase your footprint in the philanthropic world. The idea of being the first person in a newly created position invigorates you. You thrive in a small, collaborative team where pitching in is the name of the game. You are focused and relentlessly follow through on numerous details with little guidance. You are curious, enjoy research, and are comfortable working with a variety of stakeholders.

Overview of Position
The Program Associate will support the PPFF team in all aspects of the Foundation’s grant review and grantmaking, with a particular focus on community wellness, violence reduction, and the creative arts economy. This includes assistance with grant pipeline development, proposal due diligence, and the board meeting presentation process. This is a new position to provide additional capacity as the Foundation expands its strategic grantmaking.

Title: Program Associate
Supervised by: Senior Program Officer
EEO classification: exempt (salaried)
Status: Full-time; In-office (at least 80%); Must be fully vaccinated (including booster)

Salary Range: $55,000-$65,000, based on experience and qualifications

Benefits:
PPFF provides a competitive benefits compensation package. Benefits include three weeks of PTO (vacation and personal days), paid holidays, paid sick days, employer-paid health insurance, and a flexible work environment.
Responsibilities:

Program Support (approx 50%)

- Support programmatic development across all focus areas, including researching, advancing, and refining Foundation grantmaking priorities and metrics with the PPFF Program team;
- Collaborate with the Executive Director and Senior Program Officer on screening prospective grantee organizations and developing areas of interest, including conducting research, participating in initial exploratory communications with non-profit leaders, and drafting written analysis;
- Assist the Executive Director and Senior Program Officer in attending site visits, reviewing proposals and financials, and conducting related due diligence with thoughtful, well-reasoned written analysis and recommendations;
- Develop and maintain trusting relationships with grantee partners as part of due diligence and share learnings with team; and
- Assist with the development of written funding recommendations for the board book as needed.

General Support (approx 50%)

- Synthesize news articles and prepare Daily News Update;
- Prepare briefing memos and background research on key issue areas and organizations to prepare the Executive Director and Senior Program Officer for meetings, external engagements, and for general grant pipeline development;
- Track and schedule grantee site visits for staff and family;
  - Assist in the preparation of board meeting materials and periodic board communications;
- Attend and participate in exploratory conversations with non-profit leaders and other stakeholders and conduct note-taking at meetings;
- Collaborate with the Grants Administrator/Office Manager on the back-end and logistical operations of PPFF’s grants management processes;
- Perform special projects and manage other duties as assigned by the Executive Director and Senior Program Officer.

Job Experience and Required Qualifications:

- Bachelor’s degree; public/non-profit administration, business or related field preferred
- Minimum of three years of relevant work experience

Required Skills Sets:

- Excellent writing and proofreading skills;
- Exceptionally detail-oriented and meticulous, with strong analytical and reasoning ability.
- Strong relational skills
- Comprehensive knowledge and proficiency in Microsoft Outlook, PowerPoint and Excel, Zoom, Google Drive, Adobe Acrobat and ability to learn new technology quickly;
- Ability to work independently, prioritize tasks, meet deadlines and manage multiple projects simultaneously;

Qualities:

- Exercise considerate discretion, judgment and confidentiality with sensitive information;
- Sense of curiosity about our work and desire for camaraderie in a work environment.
Work Environment
The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

This position is full-time. Regular hours are Monday through Friday, 8:30-5:00. The PPFF office is located in Lincoln Park.

Application Process
- Interested applicants should email a cover letter specifically addressing why they are interested in the Foundation, this position and how their past experience directly relates to the role described above, salary requirement, and a resume to: careers@whitehodgehr.com
- **Subject line should read: Your Name (Last Name, First Name): Program Associate**
- No phone calls please.
- The Foundation seeks to fill this position as soon as possible and will work actively to build a highly diverse pool of candidates.

PPFF is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor, and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team. PPFF seeks to build and maintain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation. PPFF is committed to elevating the voices of women, young people, people of color, Native people, immigrant and refugees, low-income people, LGBQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, and young parents. We encourage people from these communities to apply.