



## Job Announcement

<b>Job Title:</b>	<b>Program Assistant</b>
<b>Department:</b>	<b>Civil Society</b>
<b>Reports to:</b>	<b>Program Officer, Civil Society</b>
<b>Location:</b>	<b>DC</b>
<b>Status:</b>	<b>Full Time</b>
<b>FLSA Status (OT eligibility):</b>	<b>Exempt</b>

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### **JOB SUMMARY**

The Program Assistant reports to the Program Director and supports the Civil Society team. The Civil Society program at Wellspring works to engage historically disenfranchised communities in the democratic process, to expand access to the ballot for those constituencies, and to protect their ability to participate. Strategies include voter engagement activities such as voter registration, mobilization and education; community organizing and empowerment; issue campaigns to defend the right to vote and expand voter participation; and more. In this role s/he performs and coordinates programmatic and administrative tasks for the team.

### **KEY RESPONSIBILITIES**

- Administrative
  - Assist team with tasks such as coordinating meetings, convenings; making travel and other logistical arrangements; and taking on other tasks as needed.
  - Communicate with program officers about upcoming deadlines.
  - Maintain document filing system.
  - Help to process consultant contracts and expense reports as needed.
- Programmatic/Grants Management
  - Coordinate the Civil Society grant portfolios as needed. This may include:
    - Preparing and tracking budget spreadsheets and grants calendars for the program.
    - Serving as liaison with the grants management team.
    - Serving as a compliance checkpoint to ensure that grantmaking stays within yearly budgets, and to ensure grant proposals comply with internal standards.
    - Supporting “due diligence” in reviews of grant proposals and applicant organizations, including by determining where additional information is needed from the applicant.
    - In collaboration with the grants management team, entering records in the database and answering grantees’ questions about the proposal process.
    - Communicating with grantees if needed.
  - Assisting program officers and the program director with drafting of summaries of grant proposals, conducting due diligence and writing analysis as needed.
  - Assisting the program officers as needed with tracking grantee work and outcomes, including reviewing grant reports, participating in meetings with grantees, and reading and tracking news and research that relates to the work.
  - Assisting the team and participating in the development in strategy, and participating in creative strategy conversations, evaluations, and reviews.
- Research
  - Conduct research as needed, including civic engagement issues, potential grantees, opportunities for grant-making and other topics as requested by team.

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- Track news stories as appropriate
- Research and write donor-education materials and other materials for internal Wellspring use, such as client presentations, staff meeting presentations, work plans, and annual reports.
- Client Relations/Communications
  - Design client presentation and lunch presentation slides, including by incorporating new tools and graphics to improve presentations.
  - Participate in client presentations when appropriate.
  - Manage client updates, including by collecting newsworthy items, drafting updates, and consulting with program officers on content edits.
  - Support planning processes such as the evaluation and development of new strategic plans.
  - Prepare, proofread and edit written work as requested.
- External representation
  - Coordinate calls and meetings and assist with the development of materials for funder education efforts, such as for conferences, affinity groups and donor collaborative funds.
  - Represent Wellspring at site visits, conferences or other meetings related to current and potential areas of investment and prepare notes to support team knowledge sharing.
- Conduct other research and administrative duties, as requested.
- Participate with other staff on internal Wellspring committees or working groups outside of the program's scope.

### **KNOWLEDGE AND SKILL REQUIREMENTS / QUALIFICATIONS**

- Familiarity with, and commitment to, the U.S. civic engagement field.
- Two or more years of experience working in a civic engagement or social justice effort, organization, movement, or program.
- Bachelor's degree or equivalent required.
- Excellent English language writing, editing and proofreading skills.
- Excellent analytic abilities.
- Excellent organizational skills.
- Comfort with quantitative information and data.
- Comfort with budgets and financial information.
- Ability to accurately summarize complex documents and synthesize written material.
- Initiative, resourcefulness and flexibility.
- Ability to handle confidential client information with complete discretion.
- Excellent interpersonal skills in a cross-cultural, team environment.
- Ability to multi-task, work well under pressure to meet deadlines and work independently.
- Demonstrated willingness to learn and be open to new ideas.
- Familiarity and comfort with MS Office applications and other uses of technology, software, and social media.

### **PREFERRED QUALIFICATIONS**

- Experience in a nonprofit grant making, advocacy, or social justice organization.
  - Experience with grants management databases.
  - Experience with data visualization and communication tools.

### **LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.



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The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **SALARY AND BENEFITS**

Salary range: \$50,000 – \$55,000 based on experience. Wellspring offers a very generous benefits package including payment of 100% of the health insurance premiums for employees (and 80% of the premiums for spouses, domestic partners and qualified family members). Wellspring also offers other benefits including life insurance, long-term disability protection, a group 401(k) retirement plan (with an employer match), support for continuing education, and is committed to providing transgender-inclusive healthcare.

### **ABOUT WELLSPRING**

Established in 2001, Wellspring is a private philanthropic organization that operates grantmaking programs that advance the realization of human rights and social and economic justice for all people. Wellspring has offices in New York, NY, and Washington, DC.

Wellspring’s work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends.
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals, and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.

Wellspring’s services include: working with donors to develop, implement and administer giving programs that meet their philanthropic goals; conducting research and education tailored to the interests of our donors; managing programs, administering grants and monitoring grantee performance; and working to promote the effectiveness of programs that receive Wellspring funding.

Wellspring Advisors, LLC, hires, promotes and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Firm’s service needs and business requirements. Wellspring welcomes candidates with diverse experiences and backgrounds, and strongly encourages people of color to apply.

All personnel decisions are made without discrimination based on race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, genetic predisposition or carrier status, marital or familial status, domestic partner status, veteran or military status, sex, sexual orientation or any other characteristic protected by federal, state, or local law (each a “protected characteristic”). This policy applies to all our activities, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge. This policy also bans discriminatory harassment.



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### **HOW TO APPLY:**

For employment consideration, please submit application to [jobs@wellspringadvisors.com](mailto:jobs@wellspringadvisors.com). Subject Line: "[Your name]— CS Program Assistant." All applications must include:

- A résumé
- A thoughtful cover letter, including how you became aware of this opportunity (i.e. job portal, referral, etc.) and salary requirements (must specify actual amount and range)
- One writing sample (no less than 3 and no more than 5 pages, attached in PDF format).

No phone calls please.

**The application deadline is Friday, August 18<sup>th</sup>, 2017.**