



## Notice of Open Position

**Title:** Program Associate, Environment Program  
**Location:** 650 Fifth Ave., 19<sup>th</sup> Floor, New York, NY  
**Reports to:** Program Director and Program Officer, Environment  
**Status:** Full time, exempt

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The mission of the Doris Duke Charitable Foundation is to improve the quality of people's lives through grants supporting the performing arts, environmental conservation, medical research and child well-being, and through preservation of the cultural and environmental legacy of Doris Duke's properties. The Environment Program's mission is to ensure a thriving, resilient environment for wildlife and people and foster an inclusive, effective conservation movement. In addition, the awareness of climate change as the greatest emerging threat to biodiversity shapes the Environment Program's grant-making priorities.

### **JOB SUMMARY**

The Program Associate for the Environment Program plays a critical role on a three-person team responsible for more than \$15 million in annual grant making. The person in this role is responsible for advancing important functions of the program, including managing and overseeing administrative, budgeting, communications and grants management matters. The Program Associate is also responsible for certain programmatic duties, requiring basic knowledge of environmental issues, particularly those related to land, water and wildlife conservation.

### **RESPONSIBILITIES**

#### ***Administrative***

- Manage the Environment Program staff scheduling and calendars;
- Manage electronic files and an online grants database (training will be provided) to ensure up-to-date recordkeeping;
- Make travel arrangements for the Environment Program staff;
- Plan and manage event logistics (e.g., identifying meeting locations, catering, lodging, etc.) for two to three meetings per year;
- Draft contracts for vendors and consultants;
- Other administrative tasks as required.

### ***Budget & Accounting***

- Manage the Environment Program's annual operating budget process, with guidance from the Environment Program staff;
- Track and process all program expenses and manage costs within the Environment Program budget;
- Process travel reimbursements, invoices and honoraria;
- Make purchasing decisions, process purchase orders and receive goods.

### ***Communications***

- Provide input into the Environment Program's communications strategy and projects, including drafting or reviewing content and supporting grantee communications;
- Maintain and update the Environment Program's section of the foundation's website, including editing content;
- Collaborate with the foundation's Communications Department to monitor media coverage of the Environment Program's grants, grantees and other program activities;
- Serve as the Environment Program liaison for general inquiries, grantees and consultants.

### ***Grantmaking and Monitoring***

- In partnership with the Environment Program staff, manage various tasks, projects and timelines across a portfolio of 60 to 70 active grants;
- Research and report on topics relevant to the Environment Program's work, including new strategy areas and potential grantees, existing program areas and grantees, and grant making, communications and evaluation practices;
- Coordinate the grant application process, including communicating with applicants and grantees, conducting due diligence, and reviewing proposals;
- Draft, review, and edit memos and presentations for board and program meetings;
- Work with the foundation's Grants Management staff to ensure that grants are properly monitored, including ensuring timely submission of grantee progress reports;
- Explore and coordinate potential new grant-making competitions, including liaising with grant selection committee members, managing selection committee meeting logistics and fielding questions from potential applicants;
- Represent the Environment Program at external meetings, which may include domestic travel two to three times per year.

## **QUALIFICATIONS**

- Bachelor's degree, preferably in an environmental field;
- An understanding of and interest in environmental issues, particularly those related to land, water and wildlife conservation;
- Two-plus years of work experience;
- Strong computer and Internet skills, with proficiency in Microsoft Office;
- Excellent organizational skills and attention to detail, with the ability to manage multiple projects and deadlines;
- Ability to take initiative;
- Strong analytical and verbal and written communication skills;
- Ability to work collaboratively with colleagues in a racially/ethnically diverse office environment;
- Committed to engaging in the foundation's efforts on diversity, equity and inclusion.

## **SALARY AND BENEFITS**

The salary for this position is commensurate with experience. The foundation offers an excellent benefits package, including healthcare, generous paid time off, opportunities for ongoing professional development and a significant 401(k) contribution, among other benefits.

## **HOW TO APPLY**

Send resume with cover letter to [hr@ddcf.org](mailto:hr@ddcf.org). Include your last name followed by "Program Associate - Environment" in the subject line.

Applications will be accepted until June 21, 2019 and will be reviewed on a rolling basis until then. For those who are invited to an in-person interview, a writing sample will be requested.

*No phone calls or in-person applications, please.*

The Doris Duke Charitable Foundation is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.