



Program Associate

PRIMARY RESPONSIBILITIES:

The ABFE Program Associate manages administrative details related to the organization's ongoing programmatic and membership activities. The Program Associate is responsible for furthering the day-to-day tasks that advance programming department goals and services. The position is also responsible for supporting the implementation of activities of various projects across the organization, but primarily those managed by the Program Director and the Professional Development staff.

Reports to: Director of Programs

Salary range: \$41-53,000.00/year

Location: East Coast (NY & D.C. areas preferred)

ESSENTIAL FUNCTIONS:

Program Support (40%):

- Support timeline management and assist with meeting target deliverables on schedule.
- Support coordination of special programming to support regional outreach and engagement efforts.
- Draft social media posts, assist engagement strategy for special programming, coordinate ABFE website updates.
- Support adding/sharing ABFE programming to affinity group and other philanthropic networks
- Coordinate public information and distribution of program-related activities and messages through ABFE's web announcements, email-blasts, blog posts; special event promotion; etc.
- Support establishment & execution of evaluation vehicles for on-going assessment of programs (via Formsite; SurveyMonkey; etc.)
- Support logistical event planning (meeting/event coordination; reservation management; meal orders.)
- Periodic travel as needed (up to approximately 15 days per year).
- Manage organizational calendar – update as needed.
- Monitor website program contents and disseminate/monitor as needed. Alert appropriate staff of any changes, as needs arise.

Office Administration (35%)

- Coordinate travel, scheduling, meeting requests and calendar of program director and provide weekly reporting.



- Provide meeting support including logistical set up, note taking and document preparation,
- Process invoices, receipts and general expense items for programs (Director; Fellows; contractors; etc.), in partnership with Finance Department.
- Supports program coordination for Connecting Leaders Fellowship Program (monthly calls; Summit; reception).
- Supports program coordination of other programs developed by the Programs department (webinars; Black Social Change Funders Network; conferences/convenings; etc.)

Database Entry (25%)

- Support development and membership team to maintain detailed records of key organizational contacts in Donor Perfect and Constant Contact.
- Create and update organizational contact reports and ensure consistency across Donor Perfect and Constant Contact.
- Support other departments in database projects as needed.

REQUIRED SKILLS and CHARACTERISTICS:

- Personal qualities of integrity, credibility, and a commitment to and passion for ABFE's mission
- BA or equivalent education required
- 2-3 years of program administration and database management
- Strong project coordination skills resulting in efficient, timely and accurate delivery.
- Proficiency in general computer and web-based technology skills including word processing, database management, e-mail marketing systems
- Moderate to advanced social media skills
- Proficient in Microsoft Outlook tools (Outlook; Word; Excel; etc.)
- Excellent verbal and written communication skills with exceptional attention to details.
- Collaborative communicator with a strong team spirit.
- Ability to demonstrate initiative for optimal organization benefit and outcomes.

Other duties as assigned/needed.

Interested parties should email a letter of interest and resume to ABFE at hire@abfe.org. You can learn more about ABFE at www.abfe.org.