

# Are You a Champion for Equity?

If so, the Winthrop Rockefeller Foundation is looking for a new team member!



Are you a purpose-driven professional with an entrepreneurial spirit, strong advocacy skills and a commitment to help build an Arkansas where hard work works for all? Are you organized, thoughtful and a lifelong learner? If so, we would be delighted to have you join us in our relentless pursuit of equity for all Arkansans.

## Program Fellow

The Program Fellow position at the Winthrop Rockefeller Foundation is a two-year position designed to attract professionals eager to learn and grow. The option to extend the fellowship exists, and as other openings occur, fellows may apply for them as well. Program Fellows support the strategic actions of, and report, to our Equity Officers.

The Program Fellow is responsible for the administrative and organizational details related to the Foundation's ongoing programmatic activities, grantmaking, communications, research, and partner convenings. Ideal Program Fellows are able to successfully navigate a fluid work environment, have great prioritization and time management skills, high social emotional intelligence and a strong desire to help build a thriving and prosperous Arkansas.

## What you'll do

- **Relationship building:** build excellent relationships with all grantee partners and foundation consultants and colleagues.
- **Research:** conduct research on current issues in philanthropy
- **Communication:** develop and disseminate strategic communications, as well as materials for board meetings and communications to stakeholders.
- **Grants Management:** support partner relationships and proposal development, as well as oversee the life cycle of approved grants.

## What we'll expect from you

- **Growth Mindset:** No one is perfect, we all have weak spots and are growing together. You want to master the skill of self-improvement, and are okay working with an organization that desires to improve as well.
- **Excellence:** You are driven to do amazing work and complete every task to the best of your ability. We believe in striving for excellence so that the Foundation is synonymous with quality and trustworthiness.
- **Humility:** You ask for help when you need it, own up to your mistakes and put the needs of your colleagues and the organization above your own ego.
- **Integrity:** You are open and honest with your colleagues and yourself, and conduct yourself ethically.

## The Perks

Salary for this role is \$45,000-\$55,000. We offer health insurance subsidized by WRF, fully for employees, and half for dependents. We also cover the entire cost of dental and vision insurance for you and your family. We offer retirement (with both a contribution and match from WRF), flexible spending and disability plans. We understand the importance of supporting the whole person, not just the employee, so we also provide our team members generous sick leave, vacation time and sabbatical benefits.

Read the Full Job Description and Apply [Here](#). Please note that WRF works with an HR firm and staff at the foundation will not know the status of your application until well into our process. We strive to keep you informed, but cannot respond to questions on the applications received or status.