

Are You a Champion for Equity?

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



Send your resume and cover letter to talent@wrfoundation.org

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 Assistant

The Program Assistant position at the Winthrop Rockefeller Foundation is designed for professionals eager to learn and grow. Program Assistants report to and support the Equity Officers in executing strategic initiatives.

The role involves managing the administrative and organizational aspects of the Foundation's programs, grantmaking, communications, research, and partner convenings. It requires strong leadership and effective communication with internal and external stakeholders. Successful candidates will thrive in a dynamic work environment, demonstrate strong prioritization and time management skills, have high emotional intelligence, and be passionate about contributing to a prosperous Arkansas.

What you'll do

- **Relationship building:** Build excellent relationships with all grantee partners, foundation consultants, and colleagues.
- **Research:** Research current trends in philanthropy, analyze findings, and identify emerging trends, best practices, and innovations in grantmaking, communications, and fundraising.
- **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 and 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 we are growing together. You want to master the skill of self-improvement and are okay working with an organization that desires to improve.
- **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, admit your mistakes, and prioritize the needs of your colleagues and the organization over your ego.
- **Integrity:** You are open and honest with your colleagues and yourself and conduct yourself ethically.

Qualifications/Requirements:

- Bachelor's degree or equivalent lived or worked experience.
- Some work history is desired. Experience in education, economic development, communications, community change, public policy, or the nonprofit sector is preferred.
- Excellent written and verbal communication skills.
- Strong ability to work both collaboratively and independently, demonstrating high self-direction, initiative, and sound judgment.
- Strong interpersonal skills with the ability to work effectively with individuals at all levels.
- Highly organized with keen attention to detail and the ability to manage multiple projects, priorities, and requests simultaneously.
- Proficient in technology, including Google Suite, Microsoft Office, and Adobe, and the technical skills required to work with various software, conduct research, and manage spreadsheets and presentations.

The Perks

Hiring salary range for this role is \$52,000-\$57,000.

We understand the importance of supporting the whole person, not just the employee, so we also provide our team members generous 12 days per year sick leave, vacation time starting at 3 weeks per year, and a 4-week sabbatical benefit after 5 years of service.

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 a 5% employer contribution and up to a 6% match to the employee contribution from WRF), flexible spending, and disability plans.

*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. **Send your resume and cover letter to talent@wrfoundation.org***