



**Program Associate
Grants for Change and the Giving Project
Job Description**

Maine Initiatives is a community-based foundation located in Portland, ME that advances social, economic, and environmental justice through informed, intentional, and collective philanthropy. We seek energetic, creative, and team-oriented individuals to join our growing team as Program Associates.

Maine Initiatives is an Equal Opportunity Employer. Our goal is to be a diverse workforce at all job levels, and we are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We encourage Black folks, immigrants, People of Color, Indigenous People, LGBTQ+ people, people with disabilities, women, formerly incarcerated people, and members of any other group that may experience adversity in hiring to apply.

Our Vision

We believe it is possible for our communities to be more just and equitable. We believe all members of our community have a unique and indispensable contribution to make to justice and equity in our community, including knowledge, lived experience, expertise, wisdom, voice, values, relationships, time and money. By bringing people together around the shared values of justice and equity, we create opportunities to:

- Engage and connect people with each other and with their core values
- Foster individual and collective learning about issues of justice, equity, and power
- Position people to take independent and collective action in support of greater justice and equity in Maine communities

In so doing, we identify, mobilize, and leverage the fullest range of our community's assets and resources and use them in the service of making our state more just and equitable.

Position Description

The Program Associate provides programmatic, administrative, and logistical support to grantmaking programs and community engagement projects, including the Giving Project and Grants for Change. This position will work closely with the Grants for Change Director and Community Organizing & Engagement Director. The Program Associate will also engage in organizational culture development with the other members of the Maine Initiatives team.

Responsibilities

- Grants for Change - 45%
 - Programmatic and administrative support of grantmaking processes, including management of grantee agreements and due diligence processes





- Initial response to and prioritization of external facing emails and inquiries
- Scheduling and logistical support for cohort, Community Advisory Committee, and other internal and external program meetings
- Collection and maintenance of data from grantees, volunteers, supporters, events, etc.
- Assist in the design and implementation of on-going program evaluation efforts
- Event support for grantmaking retreats, grantee convenings, or other programming
- The Giving Project - 45%
 - Programmatic and administrative support of grantmaking processes, including management of grantee agreements and due diligence processes
 - Scheduling and logistical support for cohort, Community Advisory Committee, grantmaking and other internal and external program meetings
 - Collection and maintenance of data from grantees, volunteers, supporters, events, etc.
 - Program evaluation support: Assisting in the design and implementation of on-going program evaluation efforts
 - Event support for grantee convenings or other programming
- Community Engagement & Events - 10%
 - Work with Communications Associate to monitor and engage with grantee and community social media, programming, events and other communications

Required Competencies

This role focuses on soft skills and standard computer skills.

- Strong relationship management and interpersonal communication skills
- Organization and scheduling skills
- Experience with standard office software: Google Suite, Zoom, Microsoft Office
- Experience working, volunteering, or organizing within BIPOC communities or racial justice movements, including lived experience

Optional Skills and Experience

These are not required, but relate to duties and responsibilities associated with this role. We are willing and able to provide training to support the development of these skills.

- Experience with Network for Good, or similar database/CRM or mailing software (e.g. MailChimp, Little Green Light, Donor Perfect, etc.)
- Event planning or logistics experience
- Experience with Canva or other design software
- Social media page management or administration
- Multilingual - any language(s), in addition to English
- Experience or training in conflict resolution, non-violent communication, de-escalation, etc.
- Experience with other software such as campaign organizing tools, fundraising platforms, accounting software, task or project management tools, or others





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- Familiarity with trust-based philanthropy or community-led grantmaking
- Facilitation skills, including working with people from diverse backgrounds and working with medium to large groups

Advancement Opportunities

This position has been created to offer a career entry point into philanthropy for professionals. As such, we anticipate opportunity for this role to grow as Maine Initiatives' programs grow. We offer professional development funding to support this growth.

Work Environment

At this time, our staff is working in a hybrid model, part remote and part in person at our office in Portland. We anticipate retaining a hybrid structure, as created by the team to meet our various needs. Day-to-day internal work is conducted in English. Our open plan office space is shared with Portland Outright and the Southern Maine Workers' Center. We provide Windows based laptops, standard accessories for the office and home office, and a stipend for personal phone use. We are committed to fostering a work environment that supports all members of our team.

Compensation

This role is a full time, salaried position with benefits. The salary for this position is \$55,000. Benefits include: 30 days of paid time off and 11 paid holidays; individual employer-provided health, vision, and dental insurance; long-term disability insurance; commute and personal device use stipends; professional development funding; and a defined contribution retirement plan with employer match.

To Apply

Please send your resume/CV and a brief cover letter (approximately 300 - 600 words) to work@maineinitiatives.org. Applications will be accepted through March 5, 2023; application review will begin on March 6, 2022. We anticipate this position beginning full-time on or near May 1, 2023.

