

POSITION DESCRIPTION

Program Manager

Aviv Foundation

The Aviv Foundation is a start-up family foundation located just outside Washington, DC. We are excited to be hiring our second employee who will help support the growing operational and grantmaking agenda for a best-in-class, private, family, philanthropic foundation.

Our work is focused on two primary areas: First, we seek to empower disadvantaged children to see and realize new opportunities in their lives. Second, we promote deep engagement with Jewish learning, texts, values, and tradition, all within an open and inclusive framework.

We strive to develop authentic partnerships with organizations and other funders, ones in which we learn together, demonstrate mutual respect, and work in concert to help organizations reach their missions.

The Program Manager will be responsible for ensuring Aviv operates with excellence, both in our internal management, diligence, and operations, and in our external communications and interface with colleagues. The Program Manager will be involved with every element of what we do, supporting and working in close thought partnership with the Executive Director and our Board, as well as operating with significant autonomy.

We are looking for someone who has a growth mindset, and who will bring enthusiasm, intelligence, and energy to our vision. This person must be excited to work in a start-up environment, finds resonance with our mission, and is committed to our culture and values.

Job Summary - *What will you do?*

The responsibilities of the Program Manager will be diverse and varied, with extensive opportunities for learning and growth. This will likely include:

Program Management

- Research and conduct due diligence on potential organizations, grants, and investments for funding consideration
- Maintain relationships with grantees, related organizations, other foundations, and the Aviv Foundation Board
- Implement and maintain systems to track and evaluate the work of the Foundation
- Develop written materials, presentations, summary research, agendas and other materials for the Aviv Foundation Board
- Oversee logistics, content, and communications associated with creating and maintaining the Foundation's website
- Partner with the Executive Director in making the Foundation a learning organization, sharing relevant insights, learnings, and observations
- Serve as a full and active partner in reflecting the Foundation's mission, values, and high standards of excellence

Operations

- Create and maintain an office space that reflects our culture and meets our needs
- Trouble-shoot technology issues as possible; coordinate services with technology vendors as necessary
- Lead activities that support the administrative functions of Aviv Foundation
- Design and maintain operational systems (e.g., grants management) to support a start-up foundation
- Support other operational and administrative activities of the Foundation, as they evolve, which could include events management, hiring support, financial management, scheduling, and other related tasks.

Qualifications - *What do we expect you will bring?*

- Bachelor's degree and at least three years of relevant experience in foundations, not-for-profit organizations, corporate responsibility, or social impact; If you have made positive social change happen, and can apply that experience to our work, we want to meet you!
- Interest in joining a start-up small staff foundation which relies on a diverse set of skills
- Superior organizational and project management skills; ability to develop and execute smart operational plans
- Strong problem-solving and strategic thinking skills and a creative approach to systems and process improvement
- Excellent written and oral communication and listening skills
- Strong customer service orientation and exceptional relationship management skills
- Attention to detail, dedication to quality, accuracy, and thoroughness, and a spirited willingness to be as hands-on as necessary
- Curiosity, interest, and commitment to the priority giving areas of the foundation
- Desire and ability to roll-up-your sleeves with a can-do attitude and grow, be flexible, learn new skills, and serve as an active member of the Foundation team during its initial developmental stage and beyond
- A sense of humor, patience, honesty, and a positive attitude
- The humility, interpersonal approach, and sensitivity to funder-power dynamics that reflect the values of the Foundation

Benefits - *What will you enjoy?*

- A positive, trusting, team-oriented work environment, driven by the knowledge that the work we do is making positive social change
- The opportunity to learn new skills and gain valuable experiences, and to grow along with the Foundation as it grows
- Independence and ownership of responsibilities
- Strong support and a supervisor strongly committed to your success
- A full and generous compensation and benefits package

To Apply

Please send a resume with a short writing sample explaining how your prior experiences relate to this role to info@avivfoundation.org.