



Job Announcement Program Assistant

Founded in 1998, Washington Area Women's Foundation (The Women's Foundation) www.TheWomensFoundation.org is the only community-based, public foundation dedicated to expanding the resources and leadership opportunities for women and girls living in the Washington D.C., metropolitan area. Our mission is to foster a powerful wave of philanthropy to improve the lives of all women and girls in the Washington region by:

- ❖ Engaging women in philanthropy;
- ❖ Offering grant and operational resources to non-profit organizations; and
- ❖ Serving as a regional voice for women and girls.

The Women's Foundation is in an exciting phase of growth. In 2004, we launched *Stepping Stones*, an Initiative that will help address the cycle of poverty among low-income women-headed families by helping them gain financial independence. In the coming year, we will re-launch our Leadership Awards program, which is our signature program to identify and support non-profits that demonstrate innovation in their services for women and girls.

Program Assistant

The Women's Foundation seeks a highly motivated, detail-oriented individual with strong interpersonal communication, management, and technology skills to provide direct administrative support to the Program Officers. This position requires an independent worker who demonstrates a high level of initiative and can work collaboratively as part of a team. Strong preference will be given to individuals who have an interest in social change philanthropy and in improving the lives of women and girls in the Washington, D.C., metropolitan area.

Responsibilities Include:

- ❖ Providing direct support to the Program Officers, including managing internal and external calendars; scheduling and coordinating meetings and site visits; assisting in literature review and web-based research; reviewing and summarizing proposals and reports; and providing knowledgeable telephone assistance to potential grantees, Grantee Partners, and members of the community.
- ❖ Entering data into and extracting information from The Women's Foundation's grants management software, including distributing and tracking requests for proposals; producing proposal invitation and acknowledgement letters and notices; tracking status of proposals/grants; creating grant files; and updating grant information on the Web site.

- ❖ Assisting with various office-wide activities, such as: providing receptionist support when needed; producing materials for board meetings; troubleshooting and maximizing use of technology; providing logistical support for meetings, including ordering and overseeing refreshments; and providing ideas on how to improve The Women's Foundation's administrative systems.

Position Qualifications:

Mandatory: A minimum of three years of direct administrative support experience, advanced skills in Microsoft Word, Excel, and Outlook. **Local candidates only.**

Strongly Recommended: Familiarity with Exceed or similar database, and experience working in the nonprofit sector, especially within the Washington, D.C. metropolitan region.

Skills: Excellent grammar, writing, problem solving, and communication skills – both in person and over the phone. Must be able to juggle multiple assignments with grace, good judgment, and humor. Spanish language skills are a plus, though not required.

Compensation:

Starting Salary: \$35,000 per year.

Benefits: A competitive benefits package will be offered, including fully paid individual health insurance, three weeks vacation and 403-B contribution.

Please e-mail cover letter and resume with salary history to:

info@wawf.org

or fax (202) 347-7739

No phone calls, please.

Resumes will be reviewed and interviews conducted upon receipt as appropriate. *Deadline for application is January 15, 2008 or until position is filled.*

December 2007