December 2022

Job Description: Program Assistant

Organization Background

At the Better Way Foundation, we center on early education and positive child development because they play a vital role in society, helping build a foundation for educational achievement, lifelong health, strong families and communities, and the success of the next generation. We have a focused commitment to Early Childhood Development in Indian Country, investing in collaborative, systemic, and evidence-based approaches, including leaders and organizations that create culturally grounded learning environments.

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 for the benefit of children and their families and communities.

The Better Way Foundation is a private family foundation rooted in Catholic social values and headquarters in Minneapolis, with services provided by sister foundation, GHR Foundation. Since its inception, Better Way Foundation has granted approximately $20 million and, since 2018, approved Program-Related Investments totaling $3 million to generate high social returns. Learn more at www.betterwayfoundation.org.

Position Summary

The program assistant’s primary responsibility is to provide streamlined and high-quality administrative support to Better Way Foundation, including supporting the implementation of initiative work plans, monitoring awarded grants, and managing program-related projects. This position is an excellent opportunity for someone looking to enter—or deepen their experience and impact in—the field of philanthropy and expand his/her knowledge of the nonprofit sector.

Reporting and Collaborative Relationships

The program assistant reports to the Executive Director, and dotted line relationships to Program Manager. This position collaborates regularly with the grants management team to ensure data accuracy and quality.

Primary Responsibilities

In this new role, the program assistant will provide high-level administrative services to the foundation team to support effective and efficient operations. These services generally include:

Administration

- Plans, coordinates, and manages meetings and events, including calendaring, scheduling, logistics, travel, and associated communications; manages all pre- and post-event activities to ensure well-coordinated and seamless execution; uses technology effectively
• Prepares and coordinates production of meeting materials for board and committees including spreadsheets, reports, and presentations; liaises with other team members on assignments; produces high-quality materials with consistent formatting and careful editing; copies and distributes materials, usually through the online board portal.

• Manages databases and data requests, manages contracts, and processes invoices

• Facilitates compliance with policies

Communications

• Supports external communications, including, but not limited to, CRM maintenance, social media research, content drafting, proof-reading, and editing

• Helps represent the Better Way Foundation at site visits and other professional learning opportunities

Grants Management

• Monitors and ensures that proposals and grants move expeditiously through the life cycle, focusing on timeliness, quality, and fidelity to process, and recommending improvements to process, where needed; coordinates with internal teams to ensure all grant-related templates are up to date and relevant

• Maintains grant data to enhance data quality and to enable the program team’s ability to use data effectively to inform decision-making and analysis

• Assists program team in utilizing new technology, technology upgrades, and training

• Manages special projects and coordinates with vendors, as assigned

Works as part of a foundation team to ensure customer focus, achievement of high professional standards, and commitment to a productive work environment

• Assists others and requests assistance from others, as workloads require

• Serves as integral part of an administrative team providing support on multi-foundation projects, as needed

• Other duties, as assigned

This position requires a nominal amount of travel (approximately 2-3 business trips each year).

Qualifications

The program assistant is an experienced administrative professional with an active curiosity and passion for the philanthropy-based work of Better Way Foundation, and a genuine commitment to support a team to achieve customer focus and high-quality work.

Skills

• Strong organization and project management skills, including the ability to anticipate workflow, handle multiple projects simultaneously, create/request clarity on multiple priorities, take initiative within a collegial work team, and accomplish tasks under a deadline

• Strong interpersonal skills to effectively work with, and relate to boards of directors, family members, grantees/perspective grantees, and community members at-large

• Experience handling highly confidential matters in an appropriate manner

• Strong administrative skills required, preferably with a foundation, nonprofit organization, or professional office (such as a consulting or accounting firm), and experience reporting to multiple senior staff:
  o Proficiency in Microsoft Word, Excel, PowerPoint and Outlook software required, with experience generating clear, concise reports using this software
Experience with grant-tracking software preferred but not required
• Proficiency with writing and editing
• Minimum of three years administrative/assistant experience

These skills are normally acquired with at least two years of relevant post-secondary education (bachelor’s degree preferred).

Personal characteristics
A self-starter who is thorough and can work independently, but enjoys being part of a team and can think strategically, with a:

• Strong commitment to the mission, vision, and values of the Better Way Foundation
• Ability to apply an equity lens in their work
• Strong work ethic and positive energy
• Results orientation
• Ability to listen and strong commitment to collaboration
• Entrepreneurial spirit

Location
Better Way Foundation fosters a respectful, inclusive, collaborative and fun environment, a supportive and engaged team, full benefits including health, dental, vision (for self, partner and children) short and long-term disability, a generous retirement matching program, PTO starting at 20 days/year, educational assistance program, pre-tax health and transportation accounts and nine paid holidays a year. The office is closed from December 25–January 1 each year.

The salary range for this position is $52,000-65,000 depending on qualifications.

Better Way Foundation is currently a hybrid work environment with headquarters in downtown Minneapolis. Occasional domestic travel may be required in this position.

Better Way Foundation is an equal opportunity employer and will not discriminate against any applicant for employment because of race, color, religion, sex, national origin, disability, age, genetic information, or any other status protected by state or local law for an individual who falls within the jurisdiction of such law.

We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce. All are encouraged to apply

Apply by January 13, 2023
Submit a cover letter and resume to info@betterwayfoundation.org with “Application: Program Assistant” in the subject line. Please reference job #1104 in your cover letter.