



# Schusterman Family Philanthropies

## Program Assistant, U.S. Jewish Grantmaking

Flexible (Washington D.C.; Atlanta; New York)



CHARLES AND LYNN  
SCHUSTERMAN  
FAMILY PHILANTHROPIES

## Background

Charles and Lynn Schusterman Family Philanthropies (Schusterman) strives for a future in which the United States and Israel live up to their ideals and achieve more just and inclusive societies in the United States and Israel. Schusterman works to advance racial, gender and economic equity in the U.S., as well as to foster a more joyful and diverse Jewish community. In Israel, Schusterman works toward a secure homeland for the Jewish people, a thriving democracy and an inclusive society that cares for its most vulnerable. Schusterman aims to drive and support long-term systemic change through investments in leaders, organization, and U.S. public policy.

The organization's culture is built on a foundation of principles that guide individual and collective attitudes, behaviors, and interactions in the workplace. Schusterman seeks individuals who are **trustworthy, excellent, risk-takers** – and **who are committed to equity**. Team members who are **trustworthy** look to build connections with others, are open to feedback and cultivate a culture of caring and respect. Schusterman strives for **excellence** by driving toward measurable results and consistently growing our knowledge and skills for maximum impact. Schusterman actively **takes risks** by demonstrating curiosity and finding new, innovative ways of working. Schusterman has created a work environment rooted in **equity** where all members of the team feel a sense of belonging, are treated fairly, and can use their voices to effectively advance the organization's mission.

## Position

The Program Assistant (PA) is a member of the U.S. Jewish Grantmaking team which is part of the larger U.S. Jewish Portfolio and will report to the Director, U.S. Jewish Grantmaking. The U.S. Jewish Grantmaking team oversees 100 grantees and supports efforts to build a joyful and inclusive Jewish community connected to Israel and committed to making the world a better place. Through three focus areas (Jewish Life & Values, Israel Education & Engagement, and Jewish Leadership), Schusterman helps young Jews engage with Jewish values and experiences, support opportunities to connect with Israel, and shape a thriving sector of Jewish organizations and leaders. The PA will have the opportunity to support various priority areas of the U.S. Jewish Grantmaking team, including grants management and administration, due diligence, and research, convenings and special projects.

## Responsibilities

### Grants Management and Administrative Support

- Enter grants into the Fluxx integrated grants management software application, facilitate the online processing of grants, grant documentation, reports, and payments, and serve as the point of contact to grantees related to such documents.
- Assist the U.S. Jewish Grantmaking team with drafting and facilitating approval of internal-facing memos, grant agreements and award letters, maintaining final grant

agreements, administering grants, and preparing and sending monthly reports of such grants.

- Create and maintain category and coding within the Fluxx grants management system.

### Due Diligence, Research, and Special Projects

- Assist the U.S. Jewish Grantmaking team by performing due diligence and research on new and existing grant proposals and strategy areas.
- Provide support on evaluation, learning and data collection and analysis.
- Create and manage project timelines for convenings and internal team meetings and retreats.
- Represent Schusterman Family Philanthropies at various conferences, meetings, and site visits.

### Qualifications

The following qualifications are representative of the high level of demonstrated skills, maturity, judgment, and ability to work with a wide range of constituencies required of Schusterman employees:

- Minimum one year of previous relevant experience.
- Bachelor's degree or comparable experience.
- Excellent verbal, written communication, and interpersonal skills necessary to develop cooperative and effective working relationships with supervisory personnel, co-workers, colleagues, current grantees, vendors, and other philanthropic partners.
- A commitment to Schusterman's philosophy and mission, an understanding of the proper role of staff in a philanthropy and a willingness to work as a team player for the good of Schusterman.
- An ability to work with diverse groups, as demonstrated by good listening and communication skills.
- Solution-oriented with an ability to inspire trust and confidence, a flexibility in attitude and an openness to differing points of view.
- A strong, detailed work ethic and capacity to complete assignments in a timely, organized, and efficient manner.
- A high degree of flexibility to achieve organizational objectives and meet its demands/needs.
- Analytical and research abilities necessary to use data to assist with development of strategic decisions.
- Proven skill and comfort in prioritizing, multi-tasking and efficiently delivering high-quality work product.
- PC skills (with proficiency in Microsoft Outlook, Word, Excel and PowerPoint), as well as a thorough knowledge and comfort of basic web skills required. Experience with Fluxx and Salesforce a plus (though not required).

- Previous experience with Jewish community nonprofit and/or philanthropy sector a plus (though not required).
- Ability to travel up to 10% domestically.

## Compensation and Geography

Competitive salary band of \$70,000 - \$80,000 based on experience and on Schusterman's commitment to internal equity. A strong benefits package is also included. Schusterman encourages ongoing professional development and supports activities aligned with one's individual career growth plan. This role has flexible location options of Washington, DC, Atlanta, GA, or New York, NY (proximate to a Schusterman office) with the ability to travel to in-person meetings monthly. Schusterman will not cover relocation expenses for this position.

This position description is based upon material provided by Schusterman Family Philanthropies, an equal opportunity employer.

To apply to this position, please click [HERE](#).

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