



# Schusterman Family Philanthropies

## Program Associate, 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 Associate (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 PA will have the opportunity to support various priority areas of the U.S. Jewish Grantmaking team, including grants management and administration; data collection, analysis and reporting; and knowledge management, evaluation and research. This position will work across the U.S. Jewish Grantmaking team in addition to partnering with the REALITY and Schusterman Fellowship teams as it relates to specific learning and evaluation work. The PA will serve as a generalist, balancing several simultaneous projects with the ability to manage competing priorities across different tasks. They must be a self-starter with an ability to problem solve, create a plan, and execute on that plan efficiently.

## Responsibilities

### Data Collection, Management, and Analysis

- Support the U.S. Jewish Grantmaking team's ability to effectively use data by implementing standards for data collection and storage in order to ensure effective reporting, analysis and decision-making. This includes the development and implementation of processes to maintain data health across the department.

- Analyze, synthesize, summarize, and present data for the U.S. Jewish Grantmaking team, including but not limited to reviewing collected data for accuracy, reconciling inaccuracies, building reports, reviewing grantee evaluation reports, and conducting financial and other analyses.

### Grants Administration

- Support grant administration as assigned by the supervisor and U.S. Jewish Grantmaking leadership team, including performing due diligence and research on new and existing grant proposals and strategy areas.
- Represent Schusterman Family Philanthropies at various conferences, meetings and site visits.
- Support additional projects of the U.S. Jewish grantmaking team as needed.

### Learning and Evaluation

- Support research projects related to the US Jewish Grantmaking portfolio, including supporting project management, communication and coordination across internal teams, vendors and consultants.
- Support data collection, analysis and reporting related to evaluations for US Jewish convenings and communities of practice, as well as program evaluations for REALITY and Schusterman Fellowship. This includes internal coordination across various teams and stakeholders.
- Support internal team learning through regular review and sharing of learnings / best practices from relevant Jewish or philanthropic sector articles, research reports.

### 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 of three years 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, potential grantees, other grantor organizations required.
- Analytical abilities necessary to plan and organize programs and activities, interpret data, support strategic decisions, and identify opportunities to utilize resources effectively required.
- Proven skill and comfort in prioritizing, multi-tasking and efficiently delivering high-quality work product.

- An ability to comfortably conduct formal presentations required.
- Demonstrated administrative, strategic and leadership skills and qualities, including the ability to implement an action plan required.
- Experience in data collection, analysis and reporting required.
- 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 PowerBI preferred. Experience with Fluxx and Salesforce a plus.
- Previous experience with Jewish community nonprofit and/or philanthropy sector a plus (though not required).
- Understanding of philanthropy and community dynamics, familiarity with local, national and international Jewish organizations a plus (though not required).
- Ability to travel up to 20% domestically.

## Compensation and Geography

Competitive salary band of \$80,000 - \$100,000 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 for this position, please click [HERE](#).

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