

Program Associate Job Description

Description of Principles' Fund:

Our family fund is dedicated to minimizing climate change, and particularly focuses its efforts on stopping coal. In addition to the climate change work, we do some work in areas related to the founders' interests, particularly local agriculture, pollinators, Jewish issues and social and emotional intelligence.

PA Responsibilities:

The Program Associate is responsible for assisting the Fund's Philanthropy Advisor to develop philanthropic strategy and recommendations, support grantees, assist with business planning and measurement. Responsibilities include:

- Researching potential organizations and topics
- Identifying fundraising opportunities for grantees
- Formatting, editing and drafting documents and presentations
- Assisting with business planning
- Assisting with performance measurement tracking and reporting
- Logistical support and other office duties as needed
- Attending meetings as needed

Experience required:

- Excellent research skills. Experience preparing research summaries and completing self guided research projects
- Excellent writing skills
- Fundraising experience, particularly researching and making initial contacts with potential donors
- Excellent computer skills, particularly power point and excel. Demonstrated ability to develop compelling presentations
- Ability to work independently
- Demonstrated ability to think analytically and strategically
- Experience with performance measurement preferred
- Experience developing business plans strongly preferred
- Experience with environmental issues, particularly climate change, preferred
- Bachelors degree required

This is a part time, contract position. Compensation is competitive, and dependent on experience. We prefer the position be located in Northern VT, but the right candidate could work remotely.

Please email CV and cover letter to Phayvanh Luekhamhan pluekhamhan@positiveventures.com