

Skyline Foundation
Program Associate
March 2024

Reports to: Senior Program Officer

Hours: Full-time (37.5 hours per week), Non-Exempt

Organization Overview

Skyline Foundation is a Palo Alto-based family foundation that funds local, national, and global organizations addressing problems at their roots and shifting systems toward a more equitable and just future. The foundation works in four program areas: climate solutions, just democracy, equity in education, and birth justice. Prior to 2023, Skyline was known as Yellow Chair Foundation. With a small team in place, Skyline is growing to strengthen the foundation's relationships with grantees and increase its grantmaking.

In 2023, Skyline gave \$83 million to more than 230 organizations. The foundation has a long-held philosophy that emphasizes a high level of trust in the leadership of the organizations it funds. Skyline seeks to create lasting partnerships with grantees that align with the principles of trust-based philanthropy and the time horizon needed to create and sustain change on complex social issues. Most grants provide general operating support over multiple years. The foundation's work is guided by its core values of gratitude and hope; justice and opportunity; curiosity and humility; trust and partnership; and urgency.

Position Overview

The Program Associate is a core member of Skyline Foundation's team providing support for the programmatic goals and operational requirements of the foundation. The Program Associate will work with Senior Program Officers in two of the foundation's program areas to effectively implement their grantmaking strategies, grantee communications, and knowledge and grants management. This includes writing, research, developing presentations, and other activities related to the implementation of grantmaking strategies.

The Program Associate is an important contact for Skyline's grantees when it comes to ensuring the grantmaking cycle and process is understood, effective, and streamlined. Through partnership with the grantees, awareness of their needs, and strong knowledge of the foundation's internal processes, the Program Associate works with internal and external partners to contribute to Skyline's goals. This position joins a team of passionate individuals committed to developing effective grantmaking processes and strong, trust-based relationships, designed to support the needs and aspirations of the foundation's grantees. In all facets of work, the Program Associate ensures that Skyline's values are upheld.

Principal Responsibilities

Program Implementation and Operations (~60%)

- € Work with Senior Program Officers to collect, review, and analyze information about prospective and current grantees
- € Learn and maintain knowledge about program strategies and fields to draft grant summaries, inform work with grantees, and support strategy refinement
- € Draft grant proposal summaries and other documents for grant review meetings and board meetings
- € Work collaboratively with the program and grants management teams to track grant inquiries, grant proposals, existing grants, and grantee reports to ensure accurate and timely set-up, review, and submission of files and information within the grantmaking system through each step of the grant lifecycle
- € Own data integrity by entering information and keeping data current in the foundation's grants management database to ensure consistency and accuracy
- € Work closely with the grants management team to ensure that grantmaking adheres to the Foundation's grantmaking and contracting policies, procedures, and deadlines
- € Prepare documentation and analysis for the grants management team to conduct financial reviews of grantees and prospective grantees
- € Support Senior Program Officers to gather and analyze monitoring and evaluation data that will inform program impacts, gaps, and challenges in the program's strategy
- € Assist Senior Program Officers with program strategies for assigned programs
- € Develop materials and produce reports for internal and external audiences
- € Maintain document filing structure and systems for program information

Grantee Communication (~25%)

- € Coordinate meetings and progress updates with grantees and prospect organizations
- € Serve as grantees and grantseekers' primary point of contact for proposal submissions, reports, and other activities in the grant cycle
- € Lead communication for general foundation inquiries

Organizational Collaboration & Process Improvement (~15%)

- € Collaborate across the foundation to create greater operational cooperation, transparency, and accountability, including supporting our ability to gather insightful data to guide our work
- € Participate in meetings with staff on grantmaking, planning, and strategy across the foundation
- € Provide ongoing feedback and ideas and contribute to foundation-wide processes and improvements to grantmaking operations
- € Attend trainings and possible conferences as assigned
- € Perform administrative and communications work as assigned, e.g., meeting notes, website updates, producing first draft content for blog posts
- € Contribute to and lead special projects as assigned

Qualifications

Experience

- € Three to five years professional experience in the nonprofit and/or philanthropic sector
- € Proven ability to prioritize and work with a variety of internal and external stakeholders and deadlines
- € Proven experience with Microsoft Office and Google Suite
- € Two years experience with database management, including creating and updating reports
- € Lived and/or professional experience related to one of the Foundation's program areas preferred

Knowledge, Skills, and Abilities

- € Effective written and oral communication in English
- € Strong presentation development skills, including the ability to synthesize information, organize report material, and clearly translate content and data into accessible language and visual formats
- € Consistent attention to detail and the ability to complete work with a high degree of accuracy and dependability
- € Ability to juggle multiple projects and work independently, as well as with others, in a collaborative, often fast-paced, cross departmental team environment
- € Ability or capacity to learn to read and effectively analyze nonprofit data
- € Ability to establish and maintain positive and productive working relationships within and outside of the Foundation
- € Adept at working with people from diverse backgrounds, including staff of grantee organizations, client boards of directors, high net worth donors, and those with divergent political and world views
- € Empathy and respect for those who do the hard work of developing and raising money for programs and organizations
- € Demonstrated understanding of and commitment to social justice and equity
- € Demonstrated commitment to Skyline Foundation values of gratitude and hope; justice and opportunity; curiosity and humility; trust and partnership; and urgency
- € Personal qualities of curiosity, integrity, credibility, and discretion about confidential matters
- € Willingness to provide support where needed as part of a small team

Physical Demands/Work Environment

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is based in Palo Alto, California. Staff are working in a hybrid environment and the Program Associate is expected to work from the foundation office up to 2 days per week.

While performing the duties of this position, the employee is required to spend extended periods of time at a computer.

Compensation And Benefits

The salary range for this position starts at \$90,000-\$110,000 USD annually. Offers are based on the candidate's years of experience and Skyline's practice of maintaining salary equity within the foundation.

Skyline Foundation offers excellent benefits for eligible employees. Current benefits include medical (HMO and PPO options), dental, and vision coverage for employees and dependents; up to 15% employer contribution to employee retirement plan; life insurance, disability insurance, vacation, and sick leave; an adoption benefit; paid time off to volunteer for nonprofit organizations; and opportunity to direct discretionary grants.

TO APPLY

Please email a cover letter explaining your interest in the position and a resume to Justine Duong, Human Resources Generalist, jduong@pfs-llc.net with the subject line "Program Associate." ***No phone calls, please.***

Application Deadline: April 12, 2024

Hiring Process and Timeline:

- € Phone interview to discuss general qualifications and give more detail about the position in mid-April
- € Zoom interview in late April
- € In person final interview in early May
- € Ideal start date in early June

Skyline Foundation is committed to creating a diverse and inclusive workplace and is proud to be an equal opportunity employer. We consider all qualified applicants for employment and our company policy prohibits unlawful discrimination based on race, color, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, religious creed (including religious dress and grooming practices), marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, genetic information and characteristics, sexual orientation, gender identity or expression, military or veteran status, or any other basis protected under federal, state, or local laws.

All final candidates must provide three relevant employment references and be able to verify the right to work in the United States.