



Nonprofit Leadership & Effectiveness Program Associate

Job Description

Organizational Overview

The Greater New Orleans Foundation has been a trusted philanthropic leader in the 13-parish Greater New Orleans region for 100 years. Our vision is to create an economically and culturally vibrant, sustainable, and just region for all, and our mission is to champion charitable giving, strengthen nonprofits, and lead civic initiatives in the Greater New Orleans region. As a community foundation, our resources are comprised of more than 1,000 charitable funds established by individuals, businesses, and organizations with a passion for charitable giving and a deep commitment to the Greater New Orleans region. As a civic leader, we bring together passionate people from nonprofits, business, government, and philanthropy to address our region's greatest challenges.

The Foundation is an inspiring, engaging, challenging, thought-provoking, diverse, and dynamic place to work and advance your career. We pride ourselves on investing in high quality staff members and encouraging success by allowing individuals the opportunity to both contribute and enhance their skills and talents as well as to share their unique perspective as we address community challenges. Our workplace environment nurtures a diverse team and results in a broad base of staff knowledge and talent.

Position Overview

The Nonprofit Leadership & Effectiveness (NLE) Program Associate plays a critical support role in advancing the Greater New Orleans Foundation's efforts to strengthen the region's nonprofit sector. This position ensures the efficient delivery of a diverse portfolio of leadership development, skill-building, and capacity-strengthening programs to our region's nonprofits. The ideal candidate is a highly organized, detail-oriented, and motivated professional with strong administrative and technical skills and experience in event coordination and project execution. Key responsibilities include managing logistics and communications for events, maintaining accurate data and records, coordinating with nonprofit trainers and consultants, and delivering high-quality support to nonprofit partners.

The NLE Program Associate reports to the Director of Nonprofit Leadership and Effectiveness and works closely with colleagues across the Foundation to ensure seamless internal and external coordination.

Principal Duties

Program Delivery & Event Execution

- Coordinates and executes NLE leadership cohorts, workshops, and training programs by managing timelines, calendars, and project plans.
- Coordinates end-to-end logistics for in-person and virtual convenings, including registration, communications, consultant coordination, venue setup and breakdown, event catering, and in-room support.
- In collaboration with the Director of NLE and the Communications and Public Affairs team, develops content for program communications and promotions (e.g. event materials, social media posts, newsletters, and web content).
- Supports meetings by taking detailed notes and tracking follow-up items in collaboration with team members.

Data & Systems Management

- Maintains data systems to track program attendance, evaluations, nonprofit needs, and budget performance, producing reports and insights for continuous improvement.
- Maintains and updates the Foundation's CRM, including contact management, event creation, and follow-up workflows to support engagement and outreach.



- Contributes to grant reporting and fundraising efforts by conducting research, analyzing program data, and supporting special evaluation projects.

Nonprofit & Consultant Engagement

- Serves as the primary liaison for nonprofit representatives engaging with NLE, providing responsive support, sharing opportunities, and cultivating relationships to strengthen participation.
- Maintains databases of nonprofits and consultants, ensuring up-to-date information on contacts, areas of expertise, and relevant credentials to support program planning and delivery.
- Supports nonprofit access to resources such as Foundation Directory Online, including training, troubleshooting, and awareness-building activities.
- Curates and maintains the nonprofit resource library aligned with NLE priority areas.

Cross-Program and Cross-Departmental Collaboration

- Supports new or expanded programmatic activities as needed.
- Seeks opportunities for creating synergies and collaborations across other department teams, avoiding the isolation of working in a silo.
- Provides occasional support for special projects and initiatives in other program areas or departments.

Because of the fluid and evolving nature of work at the Foundation, the NLE Program Associate may occasionally be asked to take on other assignments not covered in this position description, including filling in for the front desk at the Foundation and supporting colleagues during periods of increased Foundation activities. The NLE Program Associate must be willing to work flexible or nontraditional hours to support in-person convenings and is expected to demonstrate openness and flexibility when asked to take on these new assignments.

Required Qualifications

- Excellent project and data management skills.
- Excellent customer service.
- The ability to coordinate and execute effective and engaging convenings.
- Ability to work with diverse stakeholders, including nonprofit leaders, staff, and board members; consultants; vendors; and foundation partners.
- Demonstrated ability to effectively manage time and resources to complete daily tasks and projects and make clear and timely decisions.
- Ability to effectively navigating multiple priorities, communicate needs clearly and provide effective support to supervisor[s].
- A preference for a quick pace of work while maintaining high levels of detail orientation and accuracy.
- Ability to solve problems in real time and act quickly in response.
- Excellent computer skills, including proficiency in MS Office, and nonprofit CRMs [e.g. Salesforce] and the ability to quickly learn and utilize new technology.
- Receptiveness to feedback and course correction and willingness to learn.
- Familiar with the NLE priority areas preferred [e.g., capacity building, governance, leadership development, and nonprofit technical assistance].

Experience & Education

- Bachelor's degree in a related field [or equivalent experience].
- Minimum of 3 years of experience in project and events management and logistics
- Demonstrated experience working in a fast-paced professional setting [non-profit or philanthropy-related field preferred].



- Familiarity with project management tools and best practices.

Professional Conduct:

The Nonprofit Leadership & Effectiveness Program Associate will maintain high standards of professional conduct, both internally with colleagues and externally with other audiences. This includes:

- Completing work in a timely manner and on-time attendance at meetings, both on-site and off-site;
- Following the Foundation's administrative policies and procedures;
- Speaking and acting responsibly when representing the Foundation to external audiences;
- Showing courtesy and a positive attitude in interactions with others; and
- Maintaining confidentiality.

Compensation & Benefits

The salary range is from \$55,000 to \$60,000, salary commensurate with experience. This full-time position is exempt, and the employee will be eligible for the Foundation's competitive health and benefits plan including paid leave and employer-paid retirement.

Application Instructions and Additional Information:

Please submit your resume and cover letter to careers@gnof.org, with the subject line, "NLE Program Associate Search." Only complete applications will be considered. Applications will be accepted until the position is filled.

The Greater New Orleans Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.