

Associate, Programs

The Raymond John Wean Foundation leverages a powerful combination of grantmaking, capacity building and convening and partnerships to advance community building in the under-resourced communities of Warren and Youngstown, Ohio.

Driven by our values, we partner with residents, organizations and civic leaders toward our vision of empowered residents creating an equitable Mahoning Valley. Since 1949, we have refined our efforts to create a future where race has no influence on how a person fares in society. We seek to create an environment where an individual can feel welcomed, respected, supported and valued to participate fully. True belonging.

Aligned with the Foundation's race equity and inclusion outcomes, a primary function of this position is to support the development and implementation of viable solutions led by organizations whose leadership reflects the racial demographics of the communities in which they work.

Key Responsibilities

General Office

- Greet and direct office visitors in a friendly and professional manner.
- Answer and screen telephone calls and take detailed messages.
- Process incoming and outgoing mail.
- Accurately transcribe handwritten notes or other provided information into digital format ensuring proper formatting and attention to detail.
- Coordinate effective and efficient meetings including venues, meeting materials and documentation (agenda planning, note-taking), and follow-on action items with task owners to ensure completion.
- Maintain electronic and physical filing system ensuring the compliance of files and records, per records management policies. Maintain accurate and organized records, including supporting documents for auditing and compliance purposes.
- Provide support for organizational workplans.
- Open, close and secure facility.

Support capacity building and grants program administration, operations and practice

- Support the grantmaking and capacity building programs lifecycle, from application to evaluation.
 - Confirm charitable status with the IRS.
 - Provide administrative support throughout the grant process including document preparation, electronic and physical file creation.
 - Maintain the internal audit spreadsheet ensuring the Foundation remains audit ready.
 - Ensure timely distribution and tracking of grant documentation.
 - Assist with the coordination of invitations to apply and the collection of reports.

- Conduct programmatic due diligence; Apply defined processes and criteria (including financial health, legal standing, and operational capacity), often supported by technology, to assess potential grantees.
- Track and manage timelines; coordinate with staff, partners and grantees; draft and disseminate documents; and maintain organized records.
 - Assist with documenting grant-related and other technical instructions.
- Conduct research and analysis related to potential initiatives and projects.
- Work jointly with team members to improve the grantmaking and capacity building processes and associated technologies.
- Support initiatives and efforts with high quality written and oral presentations.
- Support processing and maintenance of vendor agreements, memberships, service contracts, and invoices.

Data Integrity and Reporting

- Conduct data and grant-related projects as assigned.
- Maintain data integrity of the internal grants management systems.
- Guide grantseekers and grantees through electronic platforms.
- Prepare reports and present data.

Outcomes and Learning

- Ensure suitable metrics are captured and report performance and progress within the Foundation's pillars.
- Track racial equity goals and indicators.
- Proactively identify and interpret trends and patterns; identify new data and analysis needs.
- Support staff in understanding, analyzing, and communicating data.
- Stay abreast of new best practices within the fields of surveying and data reporting.

Other duties as assigned.

Requirements

We recognize that an individual's lived experience is a valued skill set and that people gain skills through various experiences. When reviewing applications, we take a broad look at the experience of each applicant. We are most likely to be interested in applicants who demonstrate the following qualifications:

- Bachelor's degree in a relevant field or the equivalent trade-related education and/or experience to fulfill the position's responsibilities.
- Has knowledge of and/or committed to develop expertise in:
 - Technical areas of grantmaking and the operational areas of administration, finance and governance.
- At least three years of executing and overseeing all aspects of assigned projects, including monitoring the progress of projects and providing periodic status and final disposition.
- Previous experience in an administrative support role for an executive within a dynamic organization, preferably one that interacts with many external partners is highly valued.

- Professional work in grant administration, philanthropy or nonprofits is highly valued.
- COVID19 Booster: To ensure the well-being of our employees and community, we mandate that candidates applying for this position have received all CDC-recommended vaccine doses, including COVID boosters. Proof of vaccination will be requested as part of the interviewing process. Exceptions for medical or religious reasons may apply, with appropriate documentation required. Your cooperation in upholding a safe work environment is greatly appreciated.

A successful candidate will demonstrate:

- Commitment to race equity and inclusion as a personal and professional value.
- Energetic, dependable (gets it done), and exemplary (gets it done exceptionally well).
- A passion for being helpful and supportive, with a natural inclination to anticipate the needs of others, whether that be Foundation staff of grantees.
- Meticulous attention to detail and ability to consistently think three to six months out.
- Responsive and concise communication skills, verbal and written, with the ability to interact amid a diverse community.
- Possess a high self-awareness relative to strengths and weaknesses.
- Ability to give and take feedback as a part of a learning culture committed to achieving better results.
- Ability to identify challenges and opportunities and implement practical solutions when a clear lack of process or standard is absent.
- Data-driven, you apply current research and fact-checking to enhance your work, educate and inspire your audience, and maintain credibility.
- An enthusiastic and resourceful team player, who enjoys being part of a collaborative, collegial environment, with the ability also to effectively work independently.
- Demonstrates a strong desire to independently problem-solve.
- Motivation to continuously pursue training and development opportunities to build knowledge and skills and share expertise with others.
- High level of integrity; high level of discretion, critical thinking, and judgment in handling sensitive and confidential information.
- Maintains a good work ethic, can set boundaries, and a good sense of humor and purpose.

Technical Skills

- Strong experience and proficiency with using a wide variety of software, with the capacity to learn various systems and platforms, including, for example:
 - MS Office Suite, with emphasis on Outlook, Word, Excel and video conferencing
 - Google Workspace, with emphasis on Google Drive, Docs, Sheets, Forms
 - Grantmaking platforms
 - Project management tools

Physical Demands

- Frequently requires standing; walking; and kneeling.
- Requires the ability to occasionally lift or carry; push or pull, or otherwise move objects up to 20 pounds.
- Requires the ability to ascend or descend stairs.

Job Type: Full time

Classification: Non-exempt

Expected hours: 36-40 hours per week

Hourly Rate: \$25.00

Reports to: Senior Director of Programs and Operations or designee

Supervisory Responsibility: No

Travel: Local and statewide. Occasional US-based travel may be required

Schedule: Tuesday-Friday, 8:00a – 5:00p ET; some evenings and weekends may be required

Work Location: Onsite - 147 West Market Street Warren, OH 44481

Competitive Benefits Package: The Wean Foundation offers exceptional benefits, including generous paid leave, medical, dental, vision, and retirement with employer contribution.

Healthcare coverage is effective on the first day of employment, if selected.

Hiring Process:

The hiring process for this candidate will include:

- Skills assessment*
- Interview(s) with executive staff
- Reference and background check

*If candidates advance to these stages, they will be compensated at a standard rate of \$25 per hour for time spent on submitting materials and participating in activities.