

PROGRAM ASSISTANT JOB DESCRIPTION

ABOUT THE POSITION:

Argosy Foundation is seeking a Program Assistant in our Boulder, CO office to support our grant portfolio in the Intermountain West region, focusing on issues that include climate change and family planning. The Program Assistant works for our Chief Executive Officer/President and Executive Director providing administrative, grant management and research support. The Program Assistant will also represent the Argosy Foundation at conferences with other foundations, partner organizations and industry leaders. An effective Program Assistant will have strong attention to detail, be an excellent listener and be able to balance grantee focused work with research and timely administrative support. Travel to Milwaukee and throughout the Intermountain West region is required.

WHAT ARE THE DUTIES AND RESPONSIBILITIES FOR THIS POSITION?

Administrative Support

- Assist Executive Director and CEO/President with administrative support, including scheduling and coordinating meetings, arranging travel, and providing grantee support.
- Track grantmaking and administrative budgets in grantmaking databases.

Programmatic/Grant Support

- Prepare and track budget spreadsheets and grants calendars.
- In collaboration with the grants management team, enter records in the grants database and assist with the proposal process.
- Communicate with grantees, as needed.
- Assist Program Officers and Executive Director with tracking grantee work and outcomes.
- Under the direction of the Executive Director and CEO/President, conduct research, monitor and track trends relevant to Argosy's grant portfolios.
- Communicate through written and verbal reports with CEO/President and Executive Director through all stages of the grant process, from initial idea exploration through assessment of grant.

External Representation

- Represent Argosy Foundation at site visits, conferences or other meetings related to current and potential areas of investment and prepare notes to share with Executive Director and President.
- Participate in regular staff meetings with Milwaukee Office as well as in-person meetings in the Boulder Office.

Other duties as may be required or requested.

WHAT ARE THE SKILLS THAT WOULD HELP SOMEONE SUCCEED IN THIS ROLE?

- Familiarity and interest in the issues that Argosy funds, including climate change and family planning

- Experience in self-directed work
- Attention to detail
- Excellent listener and collaborator
- Able to maintain confidentiality and operate with diplomacy and tact
- Clear and effective communicator including writing, presentations, one-to-one connection and public forum environments
- Has worked with database management systems
- Able to read program budgets and financial statements and provide critical feedback, summaries, or queries to grantees
- Able to review complex narratives, reports, updates, and proposals, ask questions, investigate queries, and make recommendations to the Executive Director, Program Officers and Trustees
- Proficiency in Microsoft Suite products, Google collaborative platforms, Acrobat Readers, and familiarity with databases
- Willingness to travel (approximately 2-3 overnight trips/month and 4-5 day trips/month)
- These skills are normally acquired with a bachelor's degree and 3+ years of program and/or administrative experience

DIVERSITY AND INCLUSION STATEMENT

We are committed to building a work community that is inclusive and represents a vibrant diversity of background, experience, perspective and thought. Candidates across all markers of identity (age, race, gender, ability, communication styles, etc.) are highly encouraged to apply.

HOW TO APPLY

If you would like to apply for this opportunity, please submit the following materials to argosyjobs@gmail.com:

1. Cover letter, including responses to the following questions:
 - a. What makes you a strong candidate for the Program Assistant position? What unique attributes will you bring to the position?
 - b. What is it about the mission of the Argosy Foundation that speaks to you?
2. Resume

Position open until filled.

ABOUT ARGOSY

The Argosy Foundation is a private family foundation founded in 1997 by John Abele, co-founder of Boston Scientific. The Abele family members serve as the Board of Trustees; John is the chairman and Jeneye Abele is the President & CEO. Partnerships are not limited to traditional program areas, but instead emphasize a due-diligence approach to making strategic, leveraged investments followed by continuous learning for future partnerships.

The mission of the Argosy Foundation is to support people and programs that make our society a better place to live. We seek to employ creative and entrepreneurial approaches that help people to help themselves, and become self-sustaining whenever possible. Our intention is to solve systemic problems, build teams and communities, create replicable solutions, and inspire others to contribute in their own ways.