



Program Associate Position Description

Overview:

The Organization:

VGIF is an international fund that provides small grants to grassroots projects that help women and girls in developing countries empower themselves. Historically, VGIF has been a volunteer-driven organization – it is in the process of developing its professional staff. The Board of Directors is committed to increasing the professional staff to enhance the capacity of the organization to achieve its mission.

At this time, the organization has four full-time professionals and a research fellow working in collaboration with the Board, its committees, and other volunteers, as well as outside consultants. VGIF's work is funded by its members, individuals and groups, and foundations and corporations that support its mission and goals. VGIF has consultative status with ECOSOC at the UN which allows it to inform the UN on key issues in local communities around the world, and bring information on UN policies and discussions to the VGIF members, leadership and grantees.

The Position:

The Program Associate reports to the Executive Director at this time for administrative purposes and is a member of VGIF's Program Team. The Program Team includes the Associate, two Program Managers, and the Palmer Research Fellow. This position is focused on Grantmaking and Grant Oversight, with other duties as assigned to support the Program Team's needs. The Program Team collaborates closely with the Convener of the Project Grants Committee (PGC) who is a volunteer leader and serves as a member of the VGIF Board Executive Committee, and Convener of the PGC.

Responsibilities of the Program Associate:

- Manage external inquiries regarding VGIF's grantmaking
- Participate in all aspects of the one-year and multi-year grantmaking processes
- Collaborate with Program Team colleagues and PGC Convener on grantmaking processes throughout the year
- Coordinate and track submission of applicant documents relating to Letters of Intent, Applications, and grantee correspondence using VGIF's Grant Management Software (GMS) and other processes.

- Receive, review and support the evaluation of Letters of Intent and grant applications in collaboration with the Program Team
- Participate in the due diligence process throughout the grantmaking cycle
 - Collect and track application support documents
 - Conduct phone/Skype interviews
 - Conduct web checks
 - Collect, track and review applicant reference letters
 - Utilize GMS and other technology to record all due diligence activity
- Track application review progress with PGC’s Previewer and Committee Members
- Support Program Team during previewing, PGC deliberations and grantmaking processes
 - Disseminate information and aid in scheduling Committee meetings
 - Track, organize and draft materials for presentations during PGC meetings
 - Participate in preparations for wire transfer of approved funds to grantees
 - Collect and review wire transfer documents
 - Track wire receipts
 - Update Program Team regularly on status of wire transfers
- Organize grant-funded project data collection and archive information with Program Team
 - Support collection of grantmaking and grant-funded project resources and drafting grantee project summaries for use in myriad VGIF publications, fundraising efforts, and general ‘learnings’

Key knowledge, skills and experience

- Strong commitment to the mission and vision of VGIF
- Bachelors’ and preferably Masters’ degree in a field related to VGIF’s mission and grantmaking
- Fluency in English and Spanish required
- Strong cross-cultural communication skills
- Thrive in a team-style work environment while managing personal responsibilities
- Experience with grantmaking and nonprofit organizations desired
- Understand the value of “measurement, evaluation & learning” from grantee projects
- Comfort with MS Office Suite and Windows-based systems
- Effective interpersonal, written and spoken communication skills
- Calm and focused during times of high activity
- Focused on goals and quality of work
- A sense of humor and a positive view of life
- Reliable and eager to learn.
- International experience is desired

Email applications accepted with cover letter and CV to Jobs@VGIF.org before September 19, 2016. Subject line should read “Application – Program Associate”. No phone calls will be accepted.

Latest update: August 31, 2016