



The Clowes Fund, a family foundation, seeks to enhance the common good by encouraging organizations and projects that help to build a just and equitable society, create opportunities for initiative, foster creativity and the growth of knowledge, and promote appreciation of the natural environment. We pursue these goals by awarding grants in three areas: the arts, education and social services. We also recognize the special value of efforts that create links among these areas. The Clowes Fund has a special interest in supporting projects that strengthen the communities in which Clowes family members and the foundation's directors live and work.

PART-TIME PROGRAM ASSISTANT POSITION DESCRIPTION

Qualifications: The qualified candidate will be savvy about technology; have strong organizational, written and oral communications skills; and have a desire to serve, an ability to learn quickly, and to work both independently and with a small bi-state team. While this position includes data entry, it will also provide an opportunity to experience the dynamics of effective philanthropy and the evolution of a family foundation. Post-secondary degree required; experience in the nonprofit sector preferred. This is an ideal entry level position for an individual seeking a meaningful half-time job.

Accountability: The Program Assistant reports directly to the Executive Director and Operations Director, assists the Program Officer when requested, and is accountable to directors, board committees (e.g., grantmaking policy committee, regional grants committees), members, colleagues and grantees for the satisfactory fulfillment of the functions and responsibilities of this position.

Duties and responsibilities: This position includes multiple roles varying from receptionist to grants coordinator. The Program Assistant will:

1. Adhere to the highest ethical standards and maintain professional discretion.
2. Comply with and contribute to the refinement of the Fund's operational processes.
3. Assist with the grantmaking process, including writing summaries of the Fund's interactions with grantees and applicants, prompt and accurate data entry, filing, process refinement, preparing proposal materials for the grants review committees and board meetings.
4. Process proposals and grant self-evaluation reports to assure compliance with Fund policies, deadlines and requirements.
5. Compile financial analysis for all grant proposals using budgets, audited financial statements and tax filings.
6. Research and develop special reports or data analysis as directed.
7. Process and respond to e-mail and telephone inquiries about the Fund's goals and grant application procedures.
8. Perform all other duties as assigned within a lean, multi-tasking team.

Classification: Non-exempt, regular, part-time.

Salary and benefits: Salary is commensurate with responsibilities. Industry survey data is used to set comparative salary range, based on a half-time, salaried position. Benefits include a stipend in lieu of

health benefits, generous paid time off and retirement contributions as set forth by the Fund's Personnel Policy.

Location: This position is based at the Fund's New England office, located at 1329 Highland Avenue, Needham, MA 02492, with ample on-site parking.

The Clowes Fund does not discriminate based on race, color, creed, disability, national origin, marital status, sex, sexual orientation, gender identity or age.

E-mail a statement of interest and qualifications with resume to staff@clowesfund.org by June 8, 2021.

The Clowes Fund is an equal-opportunity employer.