

NoVo Foundation

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VACANCY ANNOUNCEMENT Program Associate, Indigenous Communities Initiative

About NoVo Foundation

NoVo Foundation acts from the original meaning of philanthropy: the love of humanity. The Foundation is dedicated to catalyzing a global social transformation away from current cultures of domination and their reliance on hierarchy, violence, and the subordination of girls and women.

NoVo believes a new code of behavior is possible, where we are all linked and not ranked. We envision a balanced world that's governed by principles of mutual respect, collaboration, and civic participation, and that our contribution is to help create the conditions for that new code to arise and inspire others to join them. We seek pivot points in society – such as adolescent girls and local economies – where support and resources can have long-lasting and wide-ranging positive impact. We see violence against girls and women as a fundamental enforcer of oppression, and work to eradicate its presence.

The scale of these ambitions guides our investment strategies. Ours is both risk capital and patient capital; experimentation and new thinking are critical paths forward. Seeing the world as it is, and as it could be, inspires our voice. Through all of our activities we try to illuminate the possibility of a new paradigm, gather evidence of its existence, and establish pathways for its manifestation. As our website states, we “are humbled and honored to contribute to building a world based on peace, compassion, justice, and love.”

Jennifer and Peter Buffett are the founders and co-presidents of the Foundation and have articulated the vision and values that guide its work.

For further details about the mission and vision of the NoVo Foundation, please visit www.novofoundation.org.

Position Overview

NoVo Foundation is hiring a Program Associate to join the Indigenous Communities Initiative.

The Program Associate reports to the Foundation's Senior Director and works closely with two Program Officers based remotely, in western Montana and Reno, NV. The PA provides administrative support to both Program Officers, assists with the Initiative's grantmaking, and manages strategic projects. This role requires experience working in Indigenous communities, as well as passion for NoVo Foundation's mission to foster a transformation from a world of domination and exploitation to one of collaboration and partnership. The

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position demands the flexibility and precision needed to support a fully remote team across multiple time zones.

The PA position will be based in one of NoVo's offices, either Kingston, NY (preferably) or Brooklyn, NY. Regular travel to NoVo's offices for meetings and other Foundation activities is expected.

Core Responsibilities

Grantmaking

- Support the Program Officers in managing the administrative aspects of grantmaking, from exploration and solicitation through assessment, recommendation, and presentation to Grants Committee.
- Serve as a key point of contact with Grants Management and grantees.
- Maintain accurate and timely records in the Foundation's grants database; create and run reports, as needed.
- Draft summaries of submitted proposals and ensure compliance with all proposal requirements.
- Monitor the Initiative's programmatic and budgetary goals.

Strategy, research, and learning

- Support the Senior Director and Program Officers in planning and in monitoring Initiative progress.
- Conduct research and remain up-to-date on issues, strategies, and funding relevant to the Initiative.
- Participate in and report on meetings, workshops, and conferences with prospective and current grantee partners.

Administrative support

- Schedule meetings, often for multiple participants, across various time zones, using a range of technology platforms.
- Make domestic and international travel arrangements.
- Prepare and manage the submission of expense reports.
- Maintain the Initiative's filing system.
- Assist with meeting preparation, photocopying, scanning, filing, and other administrative tasks, as necessary.

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Qualifications

- Demonstrated commitment to NoVo's mission and alignment with the Foundation's values.
- A dedication to supporting Indigenous communities and peoples, and a strong awareness and understanding of the intersection of race, class, gender, and settler colonialism.
- BA/BS, or equivalent work experience.
- 3-5 years of professional experience working with Indigenous communities.
- Exemplary written and verbal communication skills.
- Rigorous attention to detail; methodical, swift, and accurate. Intentional about creating order, ensuring deadlines are met, and planning ahead.
- Comfort with quantitative data, budgets, and financial information.
- Intellectually curious, insightful, and resourceful.
- Emotionally intelligent and able to build strong relationships that inspire openness and trust. A proactive, collaborative attitude and an orientation toward the group's success.
- Able to take initiative and drive work with moderate supervision and guidance. Experience working effectively with a remote team.
- High proficiency in Microsoft Office, Mac OS, Zoom, and cloud-based environments. Experience with Salesforce and Concur a plus.
- Able to handle confidential information with complete discretion.

Compensation and Culture

NoVo offers competitive salaries, excellent benefits, generous vacation, and a pleasant working environment. The Foundation employs a small staff and is dedicated to promoting an environment of collaboration and workplace flexibility.

NoVo deeply values diversity and is committed to the recruitment and retention of individuals of underrepresented backgrounds, including gender, race, religion, and sexual orientation.

Application Process

- **All applications should be submitted via email.** No phone calls or snail mail, please. E-mail applications to jobs@novofoundation.org with subject line: **Indigenous Communities PA/YOUR NAME.**
- Applications must include a thoughtful cover letter and resume in Word or .pdf format. Applications received without a cover letter will not be considered.
- **Application Deadline: August 30, 2019.**