

Position Announcement: Program Associate in Environment
The Park Foundation
Ithaca, NY

The Park Foundation is seeking a Program Associate to support its Environment Program grantmaking activities.

Background

The Park Foundation is a family foundation founded in 1966 and is based in Ithaca, NY. It operates with six trustees and an office staff of seven. With assets in excess of \$300 million dollars, it awards approximately \$18-20 million in grants annually. National program areas include Higher Education, Media, Environment, and Animal Welfare as well local program interests in Ithaca in Sustainability, and Human Services and Culture.

The Environment Program is national in scope with state-level grants east of the Mississippi River. Specific interests are in water quality and quantity. It awards approximately \$2.5 million per year in grants. It focuses on water policy, media, grassroots capacity building, and privatization issues.

This is a new position. The staff person will work with the staff and trustees to expand the program. Responsibilities will include program development, proposal review and presentation, related grants management, and other special projects as assigned. This person will also work with specific Trustees on Trustee discretionary grants.

Current program staff includes the Executive Director and two Program Associates. The ideal candidate will have experience in grantmaking and/or nonprofit organizations, and a background and interest in water issues. A master's level degree and/or equivalent experience is preferred.

Successful candidates will have strong written and verbal communication skills. A commitment to teamwork is vital as is an ability to work effectively with trustees, other staff, grantees, colleagues in other foundations, and the community at large. Intelligence, energy, inquisitiveness and sense of humor are a must. Some travel will be required as part of grantee contact and work with peer affinity groups.

The Foundation offers competitive salary, vacation, health and retirement benefits. This new position's salary will be commensurate with experience and education. The Park Foundation is an Equal Opportunity Employer.

This position is based in Ithaca, New York, in the Finger Lakes region. A metropolitan region of over 100,000, Ithaca is home to Cornell University and Ithaca College and is consistently recognized by many as one of the best places to live in the country for its natural and cultural assets, and high quality, progressive way of life.

Applicants should submit a letter of interest and résumé by October 31st, 2008 to:

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