



## Leonard Lieberman Philanthropy Fellowship – Program Associate

The Fund for New Jersey, a private grantmaking foundation, works to improve the quality of public policy decision-making on the most significant issues affecting the people of New Jersey and our region. Our grantmaking advances systemic and sustainable solutions to public problems through the work of policy, advocacy, analysis, and organizing. The Fund is active on issue areas including budget & finance, climate & environment, criminal justice, education, housing, immigration, poverty, and public media.

We encourage aspiring leaders in public policy to apply for this two-year fellowship position, named in honor of New Jersey public policy leader Leonard Lieberman, who served The Fund with distinction from 1987 to 2015 and led the Board as Chair from 1997 to 2008.

The Lieberman Fellow/Program Associate will learn about all aspects of the work of a private foundation and will work to address many of New Jersey's most significant policy issues. See [The Fund's website](#) for details of our work.

The Program Associate will contribute to programmatic and strategic work of The Fund:

### Grantmaking (60%)

- Contributing to invitation, review, and evaluation of grant inquiries and proposals
- Conducting site visits with potential and current grantees
- Preparing materials and presenting grants quarterly for board consideration
- Managing and reporting grantmaking data and outcome evaluations
- Representing The Fund at meetings and conferences
- Completing issue-focused research to support and expand grantmaking

### Communications and Administration (40%)

- Generating and distributing information about The Fund and the work of its grantees, including preparation of bi-monthly news updates
- Managing digital communications and developing social media and website content
- Preparing background materials and coordinating logistics for meetings
- Managing grants database and assisting with program-related correspondence

Frequent travel throughout New Jersey is required. The Program Associate will be encouraged to develop her/his own expertise and, in consultation with the President, work responsibilities will be adjusted to make best use of the Program Associate's particular skills and interests.

The strongest candidate will have demonstrated academic and professional experience, including:

- A Bachelor's degree including coursework in policy, politics, economics, sociology, environmental studies, or related fields. Graduate work a plus.
- Understanding of and enthusiasm for public policy and social change related to an array of issues affecting New Jersey.
- Strong multitasking skills; ability to coordinate, organize, prioritize and execute multi-faceted workload with competing deadlines.
- Ability to carry out responsibilities with sensitivity, discretion, and diplomacy.
- Familiarity with social media and media management tools.
- Excellent writing, research, and editing skills.
- Strong technology skills and ease with basic quantitative analysis.
- Ability to think clearly, listen well, and ask good questions.

This is a two-year position beginning September 2018 and continuing for 24 months. Salary beginning at \$40,000, with excellent benefits. The Fund has a small, energetic, and highly collaborative staff. It offers an exceptional work environment with opportunities for mentorship and networking. The Fund promotes, values, and respects diversity.

*To apply:* Please send a cover letter describing your interest and fit for the Lieberman Fellow/Program Associate position. Also include a resume, a writing sample (no more than 1,000 words), and a list of three references.

Send all materials to Kiki Jamieson, President, at [jobs@fundfornj.org](mailto:jobs@fundfornj.org). Review of applications will continue until the position is filled.