POSITION ANNOUNCEMENT

ENVIRONMENT AND MEDIA PROGRAM ASSOCIATE

The Geraldine R. Dodge Foundation seeks an enthusiastic, curious, and collaborative candidate to join its team of grantmakers and help foster sustainable, creative, and engaged communities in New Jersey. This is an exciting opportunity for an individual with a keen interest in New Jersey and the non-profit sector, and an appreciation of the power of responsible and caring philanthropy to drive social change and improve communities.

Specifically, the Foundation is recruiting for a full-time program associate who will support the Environment and Media Program Directors, assisting with all facets of the grantmaking process. The Program Associate will gain an exposure to a wide array of environmental and media issues in New Jersey, as well as a diversity of communities, organizations, and individuals throughout the state.

The position includes a combination of administrative and programmatic responsibilities and will include the following:

* Administrative support to the Environment and Media Program Directors including scheduling and calendar management, meeting and event coordination, response to inquiries, data entry, and file maintenance;
* Support and assist Environment Program grantmaking, including grant management, proposal review and evaluation, research, data collection and evaluation, grantee site visits, and preparation of written grant recommendations and declinations;
* Assist with grant program assessment, impact evaluation, and strategic planning;
* Contribute to external communications including blogging, social media posts, and internal and external presentations;
* Completion of special assignments, as needed, including research on relevant issues and organizations, and implementation of special programs and initiatives.

Professional qualifications:

* Solid, demonstrated administrative skills and the ability to manage multiple projects simultaneously and establish work priorities.
* Strong writing and oral communications skills; ability to gather, synthesize, and summarize information and data; experience with group presentations.
* Knowledge and interest in environmental protection, sustainability, and/or resiliency including: land and water protection; connecting communities to nature; urban greening and resiliency; environmental justice; sustainable agriculture and food systems; and/or fostering and promoting environmental stewardship.
* Experience working at the community level to drive change.

A college degree with 5+ years of relevant work experience. The ideal candidate is someone who is:

* Open minded and curious
* Committed to diversity, equity, and inclusion
* Able to work collaboratively, with a team of colleagues who spend a significant amount of time in the field, and on the road
* Self-directed and flexible with the ability to think ahead and anticipate program needs
* Adventurous, unafraid to venture into unfamiliar territory
* Communicative, fun, with a healthy sense of humor
* Interest in acquiring skills, knowledge, and experience to further a career that fosters sustainable, creative, and engaged communities in New Jersey

Salary: Commensurate with experience; excellent benefits.

How to Apply: Send an e-mail by May 22, 2015 to Christopher J. Daggett, President and CEO at program@grdodge.org and attach your resume, a cover letter outlining your interest, and your salary history.  
  
The Geraldine R. Dodge Foundation (with assets of $290 million) supports leadership, innovation and collaboration for a better New Jersey, making grants of about $12.5 million annually in the areas of Education, Arts, Environment, and Media. Dodge is committed to building a culturally diverse staff and strongly encourages applications from minority candidates. The Foundation is an Equal Opportunity Employer.