

Thank you for your interest in the Marie Lamfrom Charitable Foundation and the open role of Program Associate. Unfortunately, due to the high volume of interest inquiries, staff are unable to offer individual meetings or answer specific questions from potential candidates at the initial stage of this search. However, we have prepared this document to help answer some of the more commonly asked questions, and we kindly request that applicants save additional questions for the initial screening and interview rounds, if they are selected to move forward. We greatly value the time and energy it takes to apply for a position and hope this document, the job posting, and our website provide enough information for potential candidates to determine whether they wish to apply.

## The Basics:

Where is this job located?

This position is a hybrid role, with a typical requirement of 3 days a week spent in our Wilsonville, OR office. Wilsonville is located 17 miles south of Portland and 29 miles north of Salem.

What is the start date?

Ideally, we would like someone to start on April 1 or April 8, 2024; however, we recognize that changing jobs can involve multiple moving parts and, if necessary, we are willing to work with the right candidates to find the timing that works best for all involved.

How many Program Associate positions are currently open?

Through the course of this search, we hope to hire two new Program Associates for the team.

What is the salary range for this role?

This is a full-time, non-exempt position, with an hourly pay between \$49.95 – \$57.44, commensurate with experience.

What are the typical office hours?

Our typical office hours are 8:00am-5:00pm with some small flexibility upon request. This role of Program Associate may also require some evening and weekend work, as well as overnight travel, to attend events and site visits for our non-profit partners. The workweek is typically a healthy mix of internal and external meetings and independent work time. Our in-office schedule is currently Tuesday through Thursday, with remote work allowed on Mondays and Fridays.

### What benefits does the Marie Lamfrom Charitable Foundation offer?

The Marie Lamfrom Charitable Foundation provides a comprehensive benefits package, including medical, dental, and vision benefits for the employee; retirement matching; annual wellness stipend; up to six months of paid parental leave; employee charitable gift matching; unlimited paid time off; and a robust professional development stipend. We also provide free parking and free snacks at our Wilsonville office.

### What is the culture at Marie Lamfrom Charitable Foundation?

While it can be tricky to accurately describe a workplace culture in writing, we will try our best! We are a small team with a heart for our work and our nonprofit partners. We value transparency and respect, both internally and externally. Diversity, equity, and inclusion are at the center of how we approach our work, and we are constantly striving to learn and apply that learning to our processes.

We are also a young organization, with a startup mentality and an authentic willingness to make changes to improve the way we approach our work. We are constantly evolving as an organization as we further define the role we want to play in the field of philanthropy.

For more information, check out our website to learn more [about Marie](#), our [Foundation](#), and our [community commitment](#).

### What's the reporting structure?

The Program Associates report to Brittany Leland, Director of Team Operations at the Marie Lamfrom Charitable Foundation. They are an integral part of our Strategic Partnerships Team, which currently consists of two (2) Senior Program Officers, one (1) Program Officer, and one (1) Program Associate. Our incredible team is rounded out by our Foundation President and our Operations Team, consisting of our Grant Management Specialist and our Office and Executive Support Coordinator. Find more about our team [here](#).

## The Process

### What does the application and selection process look like?

APPLY	<p>Please submit your application via the apply button at <a href="http://www.marielamfrom.org/associate">www.marielamfrom.org/associate</a>. In addition to contact information, you will be asked to provide:</p> <ol style="list-style-type: none"><li>1. a pdf copy of your resume, and</li><li>2. short answers to the following questions (no formal cover letter needed):<ol style="list-style-type: none"><li>a. Please briefly (200-400 words) share why you hope to work at a private, family foundation, what challenges you anticipate, and what interests you about working at the Marie Lamfrom Charitable Foundation in particular.</li></ol></li></ol>
-------	--

	<p>b. Please briefly (100-300 words) share 2-3 unique personal skills or experiences that position you to fulfill the responsibilities of the Program Associate role, and why you think that to be the case.</p> <p>c. The Marie Lamfrom Charitable Foundation team has been working to further our commitment to diversity, equity, and inclusion (DEI) with particular attention to racial equity in our application and evaluation space. Please briefly (100-300 words) share your professional experience with DEI work and tell us why you think it should be prioritized in philanthropy.</p>
DEADLINE	Submissions will be accepted on a rolling basis, with the first initial review of applications beginning on Monday, January 8, 2024.
NOTES	<p>Please note that in order to submit your application via the online form, you will have to provide both your resume and the short-answers.</p> <p>Once you have submitted your application via the online form, you will receive a confirmation email at the email address you provided in the application. Please consider that confirmation of receipt of your application. If you do not receive a confirmation email and are unsure if your application was submitted, please email <a href="mailto:careers@marielamfrom.org">careers@marielamfrom.org</a>.</p>

What does the timeline look like?

<p><i>Position Posting Dates</i></p> <p>Rolling deadline</p>	We will continue to accept application materials until we have made a hire. However, we can only guarantee review of applications received prior to <b>Monday, January 8, 2024</b> . Applications submitted after this deadline will be reviewed if additional finalist candidates are needed.
<p><i>Application Review</i></p> <p>Begins January 8, 2024</p>	The hiring manager and search committee will select a small number of candidates to advance to a virtual interview. Candidates not selected for this initial first round of virtual interviews may still be contacted later for a virtual interview, and we will try to communicate

	as promptly and clearly as possible regarding where candidates are in the process.
<p><i>Virtual Interviews</i></p> <p>TBD</p>	We will share specific details with candidates selected for this round as the interview day approaches but we anticipate that candidates will engage in a 20-30 minute conversation to learn a bit more about the Foundation and position, and to share information about their interest and background.
<p><i>In-Person Interviews</i></p> <p>TBD</p>	We will invite semi-finalist candidates to our Wilsonville office for a focused follow-up conversation to meet the team, perform a short case study, and dig deeper into specific themes and topics from the virtual interview.
<p><i>Reference Checks, Offer Extended</i></p> <p>TBD</p>	<p>We would like to check 1-2 references for each finalist, though we may ask for more. We will ask candidates to provide references during the in-person interview and will not contact references without notifying candidates first.</p> <p>Any candidate who is extended an offer is invited to ask additional questions about working with the Foundation and will have free range to speak to anyone they would like to within the organization.</p>

I'm interested in this role but don't want my current employer to know I'm looking. Is my application confidential?

Your application will be reviewed by our small team as they are directly engaged in the hiring process, and we are committed to complete confidentiality and discretion. If you have any specific concerns, please email [careers@marielamfrom.org](mailto:careers@marielamfrom.org).

Can I speak with someone at Marie Lamfrom Charitable Foundation about this job?

To maintain as much equity as possible in the process, we are not conducting any informal or individual conversations with applicants. If you have additional process-related questions, email [careers@marielamfrom.org](mailto:careers@marielamfrom.org).