

Marie Lamfrom

CHARITABLE FOUNDATION

Job Posting
Program Associate

About the Marie Lamfrom Charitable Foundation:

The Marie Lamfrom Charitable Foundation was founded in 1998 to honor the life and legacy of Marie Lamfrom, a remarkable woman who fled Nazi Germany and came to Portland, Oregon – ultimately building a legacy as a generous mother and grandmother, businesswoman, and volunteer. Marie cared deeply for children and for her family; today we remember her legacy and memory through our philanthropy.

Since 1998 the Marie Lamfrom Charitable Foundation has been advancing and supporting the critical needs of education, arts, and community wellness. We look to further animate a legacy of family, trust, optimism, and urgency in our Pacific Northwest community – activating the unimagined, undreamt, and unrealized through charitable partnerships and grant awarding. In 2024, we plan to award more than \$18,000,000 to nonprofit organizations in Oregon and Washington, each of whom support the arts, creativity, education, mentorship, health, and/or well-being. In doing so, we seek a Program Associate to support our efforts.

Key Details:

Position:	Program Associate
Location:	Hybrid: 3 days per week in Wilsonville, OR office
Compensation Range:	\$49.95 - \$57.44 /hour (\$103,887-\$119,470 annually)
Hours / Schedule:	Monday – Friday, 8am-5pm, with some occasional evening and weekend hours required
Additional Offerings:	Hybrid schedule, unlimited paid time off program, annual wellness reimbursement, employee gift matching, additional work-from-home days, free office snacks, free parking
Supervisor:	Director, Team Operations

Position Summary:

A Program Associate with the Marie Lamfrom Charitable Foundation is responsible for the preliminary assessment, stewardship, and management of prospective and returning Foundation partners. Working in support of and in collaboration with Program Officers, this position is often a

first point of contact for nonprofit partners, supporting the completion and assessment of preliminary applications and/or grantee eligibility. Ultimately, this position plays a critical role in partner assessment, communication, and relationship development.

Primary Responsibilities:

The primary responsibilities and duties for this role include:

- Preliminary Grant Management (60%): Facilitate preliminary organizational interest (pre-LOI meetings), correspondence, informational interviewing, preliminary application (LOI), and preliminary application assessment.
- Relationship & Process Management (20%): Consistently and appropriately counsel, coach, and support organizations through the preliminary grant application process, and monitor Program Officer portfolio development.
- Team Collaborative Work (15%): Collaborate often across teams on proposal assessment, evaluation strategy, procedural improvements, research, and policy recommendations.
- Learning & Development (5%): Regularly identify best practices, trends, innovative solutions, and/or critical needs relevant to priority and effected communities.

Required Qualifications:

- Bachelor's degree and a minimum of 2 years of relevant professional experience required.
- Ability to read, analyze, and interpret general business and financial documents.
- Basic math proficiency with excellent attention to detail when working with numbers and dollar amounts.
- Effective communication skills with ability to respond to questions from colleagues, external partners, and the general public.
- Strong professional writing skills in order to produce quality business correspondence and summaries of business material.
- Experience w/ fundraising and/or fundraising strategies.
- Ability to organize and facilitate special projects.
- Inclusive and welcoming approach, with demonstrable skills and experience engaging within and across cultures.
- Adaptive and flexible mindset, eager to welcome change and growth with the Foundation.
- Mission-driven team player, able to collaborate with colleagues and external constituents.
- English language proficiency, with additional language proficiency welcomed.

Desired Qualifications:

- 4+ years of professional nonprofit experience.
- Advanced competency and experience with diversity, equity, and inclusion principles, including key frameworks, concepts, and strategies for implementation.
- Experience with evaluation or assessment of written or financial documents.

To Apply:

Please go to www.marielamfrom.org/associate to learn more and apply for this position. In the application, candidates will be required to submit a pdf copy of their resume and answer the following short-answer questions in lieu of a cover letter.

1. 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.
2. 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.
3. 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.

The Marie Lamfrom Charitable Foundation celebrates and values the many things that make us different. Our differences can enrich an organization and yield more inclusive, thoughtful, and vibrant outcomes. As we expand our team, we welcome all candidates, no matter race, ethnicity, religion, culture, sex, gender identity, gender expression, sexual orientation, ability, national origin, age, and/or socioeconomic status. We celebrate the beautiful intersections of these identities both in and beyond our Foundation employment.

Application review for this position begins January 8, 2024; the position will remain open until filled.

Learn more at www.marielamfrom.org/associate.