



*Tauck Family Foundation is seeking a full-time **Program Assistant** to join a mission-driven, goal-oriented team and provide critical support in operations, grantmaking, events, communications, governance, and finance.*

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## **TAUCK FAMILY FOUNDATION**

**Our mission** is to invest in organizations and initiatives that equip the children of Bridgeport, Connecticut with the necessary social and emotional skills to thrive academically and in life.

**Our vision** is for children in Bridgeport, Connecticut to be empowered and successful in their education and reach their full potential.

**Our theory of change** is to invest long-term in a select number of organizations and initiatives that support the holistic development of Bridgeport's children. We strengthen our non-profit investees' capacity to improve learning environments and foster the social and emotional skills in children that contribute to well-being and academic success. Our approach includes multi-year general operating support, targeted capacity building support, collaborative partnerships, and knowledge building and sharing.

**Our values** guide and permeate throughout the work of the Foundation. We believe in...

- ensuring a sense of purpose in all that we do;
- generosity, service, giving back, and empathy;
- hard work and personal responsibility;
- humility and awareness that we do not have all the answers;
- a commitment to excellence with a lens toward continuous learning and improvement;
- a willingness to try new things, learn from mistakes, and innovate; and
- trust, honesty, transparency, and integrity.

The Foundation has assets of approximately \$22 million, five investees, a small professional staff, and an active and committed Board of Directors that represents three generations of the Tauck family. For more information, please visit our website at [www.tauckfamilyfoundation.org](http://www.tauckfamilyfoundation.org).

# PROGRAM ASSISTANT

## FULL POSITION DESCRIPTION

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### POSITION SUMMARY

The Program Assistant position is an evolving full-time role, located in Wilton, Connecticut. Reporting directly to the Executive Director, the Program Assistant supports all programmatic and grantmaking efforts, and takes a leading role in providing administrative support and implementing the Foundation's communications strategy. The ideal candidate is an organized, reliable, detail-oriented, emotionally intelligent professional who shares our commitment to the Foundation's mission and to the Bridgeport community. Effective written and verbal communication is a critical competency; the Program Assistant serves as the anchor for team members working primarily in the community. This individual takes initiative and is comfortable shifting from working independently to working collaboratively in a highly motivated and goal-oriented team of three. The candidate must be flexible while able to manage multiple projects to completion within specified deadlines. Prior experience as an Administrative Assistant, Executive Assistant, or Office Manager is preferred. This position offers personal and professional growth opportunities within a mission-driven organization that positively impacts the lives of Bridgeport's students.

### RESPONSIBILITIES

#### *Operations + Administration*

- Lead all aspects of the Foundation's day-to-day administrative operations, including:
  - scheduling and coordinating calendars for Foundation and investee-related meetings,
  - making travel arrangements,
  - filing and purchasing office supplies,
  - managing vendor relationships, and
  - liaising with hosted facilities.
- Manage information technology with the support of IT vendors and in-house support team.
- Conduct tactical human resource activities with HR providers and support team, as well as provide administrative support on consultant contracts/statements of work.
- Maintain and regularly update email, database systems, and contact lists.
- Carry out other administrative duties and special projects, as requested.

#### *Grantmaking + Events Coordination*

- Support the distribution, filings, and reporting of all grants and social investments.
- Organize Foundation and investee-related community events.
- Provide administrative and logistical support for investee and consultant meetings, site visits, and cohort meetings.

## *Financial Management + Compliance*

- Using QuickBooks, prepare checks and manage accounts payable (including grants), cash flow, and expense information, as well as reports.
- Manage credit card reconciliations, reimbursements, and external vendor and consultant contracts.
- Support the preparation of materials needed for tax returns, including 1099s, and assist with developing the annual budget and quarterly financial statements.
- Ensure the Foundation's organizational policies and procedures are implemented in compliance with financial, legal, and other regulatory requirements.
- Assist with annual review and renewal of insurance policies.

## *Communications*

- Develop and post content through social media, newsletters, blog, and the Foundation's website.
- Stay informed on issues relevant to the work of the Foundation and represent the Foundation at meetings, events, conferences, and workshops.
- Prepare outgoing grant letters and manage incoming grant requests and acknowledgements.
- Assist in developing dashboards and reports for evaluating and communicating progress toward strategic goals and objectives.
- Establish and build professional relationships with Foundation partners and key stakeholders.

## *Executive + Board Support*

- Coordinate meetings for the Executive Director and support calendaring.
- Support all Board meetings, including scheduling, logistics, site visits, preparing minutes, proofreading quarterly reports and materials, and regularly updating corporate binder.
- Assist Board committees, as requested.

## **QUALIFICATIONS**

### *Mission + Community + Culture*

- Commitment to the mission of the Tauck Family Foundation, including enthusiastic interest in education and social and emotional learning.
- Strong social, emotional, and interpersonal skills.
- Comfortable working collaboratively and independently as part of a small team.
- High professional standards for self and others; have a strong work ethic.
- Self-motivated, proactive team member who can anticipate needs, take initiative, think critically, and solve problems.
- Highly organized, creative, and extremely detail-oriented.
- Experience with the Bridgeport, Connecticut community preferred.
- Valid driver's license and ability to travel throughout Connecticut required.

### *Administration + Support*

- Familiarity with the non-profit, philanthropy, education, and/or social investing fields preferred.
- Prior experience as an Administrative Assistant, Executive Assistant, or Office Manager is a plus.

- Ability to work on multiple projects to completion, adjust quickly to shifting priorities, manage time effectively, meet deadlines, and exercise sound judgment and flexibility.

### *Communications*

- Excellent written and verbal communication skills.
- Experience synthesizing and presenting information in a professional and compelling manner.
- Ability to generate or edit content on the Foundation's blog and social media platforms.
- Experience managing or editing websites a plus.

### *Finance*

- Ability to create and track project or event budgets and expenses.
- Skills and experience with financial management and compliance.
- Experience with QuickBooks preferred.

### *Technological Capability*

- Fluency with the Microsoft suite of products (Word, Outlook, Excel, and PowerPoint).
- Tech-savvy; experience with website maintenance and support.
- Familiarity with monitoring metrics on social media platforms.

## **HOURS + COMPENSATION**

The Program Assistant is a full-time position located in Wilton, Connecticut; generally, work hours are flexible. After a trial period, the Program Assistant will have the opportunity to work remotely one day per week. The responsibilities of the position will require the Program Assistant to work at least four evenings and one Saturday per year in support of Foundation Board meetings. The salary range is \$45,000-\$50,000 per year, commensurate with experience and/or education. This position is eligible for benefits, including 401k retirement plan, short-term disability insurance, individual health insurance, and professional development opportunities.

## **HOW TO APPLY**

Applicants should submit a resume and cover letter that references their experience in relation to the qualifications listed in the job description, why the applicant is interested in the position, and how the applicant heard about this posting. Preferred start date is May/June 2019. Also, please note that finalists will be subject to background and reference checks, a writing assignment, and an in-person interview. No telephone inquiries, please.

*Applicants should submit a resume and cover letter to Mirellise Vazquez, Executive Director, at [info@tauckfoundation.org](mailto:info@tauckfoundation.org) by **March 15, 2019**. Incomplete applications will not be considered.*

Tauck Family Foundation is an equal opportunity employer.