



**Employer Name:** Walton Family Foundation

**Position Title:** Program Support Associate

**Location - City, State:** Washington, D.C.

**Industry:** Operations and Grants Management

**Job Description:** The Walton Family Foundation is seeking a highly-motivated, proactive and adaptable individual to join the foundation's K-12 Education team as a Program Support Associate (PSA). As a PSA, you will have the opportunity to support a talented and fast-paced team in the areas of operations and grants management. The position will be located in our Washington, DC office.

**Specific Responsibilities:**

The primary duty of the PSAs is to support smooth execution of the team's operations, budgeting, strategy, and grant making. Specific duties include:

**Grants Management Support (70% of time)**

- Assist program officers in the grant making process: editing and strengthening grant write-ups, tracking grant letters and payments, and coordinating with grantee reporting;
- Collaborate with the budget team to track grants that are in the pipeline, and follow up on payments and outstanding grantee reports;
- Analyze information on WFF historical giving and grant making;
- Act as liaison between K-12 team and home office administration for information and updated processes;

**Operations (20% of time)**

- Perform operational, technical, and analytical tasks to inform decisions of K-12 program officers and senior leadership team;
- Prepare documents, take minutes, and compile follow-up notes for grant making strategy and board meetings;
- Provide operational feedback for improved team efficiency;
- Coordinate events/meetings and professional development opportunities for team members;

**Additional Duties (10% of time)**

- Act as representative of the foundation to grantees and external partners
- Special projects, as assigned

Characteristics that will support your success:

- Service orientation and partnership: This is a role that provides critical support to program officers, grantees, and ultimately the entire team. As such, PSAs should operate with sensitivity to the needs of those they support, build strong relationships, and help make the work easier.
- Attention to detail: There are many facets of this role that require ensuring that a document is accurate, a deadline is met or a process is operating in service of team outcomes. PSAs must operate with a high degree of awareness of and appreciation for what might seem like "small" details.
- Proactive problem solving: There are a lot of moving pieces in the PSA role, and sometimes only the PSA is aware of them all at a given time. This requires that a PSA anticipate and identify potential challenges and roadblocks and suggest solutions (to manager, POs, others) in order to keep work on track.



## Compensation and Benefits

The foundation offers an excellent benefits package and a competitive salary that is commensurate with experience.

Interested individuals should apply via Applicant Harbor for the “Program Support Associate” position. Applications will be accepted on a rolling basis.

The Walton Family Foundation is an equal opportunity employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Basic Qualifications

The Foundation seeks a strong individual with excellent interpersonal, technical, and communication skills. The successful candidate will be both a self-starter who knows how to take the initiative, and a collaborative colleague who can work effectively as part of a dynamic team.

- Bachelor’s degree required
- Strong technical skills, including knowledge of Microsoft Word, Excel, Outlook, and SharePoint
- 1-2 years of full-time professional experience or significant internship experience, preferably in an office environment

**About the Walton Family Foundation** Since 2000, the Walton Family Foundation’s grant making has grown from \$50 million to an anticipated more than \$454 million in 2016. During 2017, the foundation plans to invest over \$439 million in domestic and international projects that address significant social and environmental issues. Our new PSA will join our robust team to help make this goal a reality.

**Duration:** Permanent

**Job Functions:** Operations and Grants Management

**Employer Locations:** Washington, D.C.

**Allowed School Years:** Senior

**Allowed Majors:** All majors allowed

**Work Authorization Requirements:** US work authorization is required