

**Program Associate
for the Child Abuse Prevention Program and African Health Initiative
of the Doris Duke Charitable Foundation**

*This is a full time exempt position reporting to the Program Director for the Child Abuse Prevention Program and African Health Initiative
whose office is located at 650 Fifth Avenue, 19th Floor, New York, NY 10019*

The mission of the Doris Duke Charitable Foundation is to improve the quality of people's lives through grants supporting the performing arts, environmental conservation, medical research and the prevention of child maltreatment, and through preservation of the cultural and environmental legacy of Doris Duke's properties.

www.ddcf.org

JOB SUMMARY

The Program Associate for the Child Abuse Prevention Program (CAPP) and African Health Initiative (AHI) supports and advises the Program Director for CAPP and AHI, and the Program Officer for AHI by managing and overseeing administrative, budgeting, and communication matters related to the both programs. S/he is also responsible for CAPP specific grantmaking duties.

The Program Associate is expected to take the initiative to exercise discretion and independent judgment in the execution of all of his/her duties. Though some decisions may be reviewed and approved or denied by the Program Director, the Program Associate will have the authority to make independent choices in matters of significance without immediate direction or supervision.

ESSENTIAL JOB FUNCTIONS

Administrative Responsibilities

Manage and prioritize the day-to-day operations of both CAPP and AHI. Manage program staff schedules and related calendars. Manage the filing, retention and storage of program records both paper and electronic. Occasional copying and faxing, as well as database management and the drafting of contracts and grant agreements are required. Create and organize meeting materials. Provide general administrative support to CAPP and AHI staff including scheduling meetings, coordinating schedules and finalizing travel arrangements, processing travel reimbursements, invoices, and honoraria. Plan and manage event logistics for large and small program related meetings and site visits. Identify, engage, and manage vendors for meeting locations, catering, lodging, etc. Take meeting notes and generate meeting minutes as required. Also organize internal and external program meetings. Renew staff memberships and subscriptions.

Budget and Accounting Responsibilities

Create the CAPP annual operating budget for the director's review and approval. Manage, analyze and report on budgetary data. Make purchasing decisions, process purchase orders, and receive goods. Track and process all expenses, including honoraria, and manage costs within the program budget.

Communications Responsibilities

Serve as program liaison for general inquiries, grantees, and consultants. Create internal and external correspondence on behalf of the program staff, which includes e-mail. Respond to grantees regarding grant applications and subsequent reporting processes. Write first drafts, review and edit Board documentation. Independently update and maintain the CAPP and AHI website, which may include drafting, editing, and proofing content. Oversee the design, printing and distribution of press releases, brochures, newsletters, flyers, posters, ads, etc. for the program. Monitor media coverage of the program's awards and activities. Track and help evaluate all communication activities for the program. Maintain and use an electronic mailing list for distribution of CAPP and AHI notices.

Grants Planning, Research and Development

Research and make recommendations to the director regarding new funding opportunities, curating grant proposals, and communicating with grant applicants throughout the application process. Research and report on topics relevant to program development and management, including updates on status of funded fields, best practices in grantmaking, communication processes, approaches to grant monitoring and evaluations, etc. Obtain bibliographic information on grantees, advisors and others relevant to the program.

Grants Management and Evaluation

Review and respond to letters of inquiry. Receive grant inquiry calls and advise callers. Receive and respond to calls and emails from existing CAPP grantees. Coordinate the proposal application process. Prepare award package documentation for CAPP Program Fund proposals. Prepare background materials and copy all relevant documents for consultants conducting grant assessments or program evaluations. Utilize the grants database (GIFTS) to ensure the proper issuing of grant-related correspondence and up to date recordkeeping. Generate and review reports from GIFTS prior to providing them to the program staff. Collaborate with Grants Management staff to ensure that ongoing grants are properly monitored and evaluated. Evaluate progress and final reports submitted by grantees and prepare separate payment request and grant close-out memoranda for final approval by the director. Assist grants management with Board presentations as requested.

QUALIFICATIONS

- Bachelor's degree, preferably in a related science or health field;
- 2+ years work experience in a professional setting;
- Strong computer and Internet skills with a moderate to high level of experience in Microsoft Office, as well as accounting, grants management and web content applications;
- Ability to operate general office equipment;
- Ability to take initiative and make independent informed decisions, sometimes on behalf of management;
- Excellent analytical and problem solving skills;
- Strong organizational skills with an excellent attention to detail;
- Versatile and adaptable with the ability to manage many projects and several priorities simultaneously;
- Self-motivated team player who works cooperatively and positively with other employees;
- Strong interpersonal, verbal, and written communication skills; strong writing and editing skills;
- A professional, collegial demeanor with a genial sense of humor desired;
- An understanding of child abuse prevention, early childhood development or public health is preferable but not essential.

HOW TO APPLY

Send resume with cover letter to CAPPAssociate-hr@ddcf.org . ***Include your last name followed by "CAPP Associate" in the subject line.*** Applications will be accepted until **February 17, 2012.**

While this position is based at the Doris Duke Charitable Foundation's New York office, Human Resources' mailing address is 80 Route 206 South, Hillsborough, NJ 08844.

No phone calls or in-person applications, please.