

Job Title	Program Associate
Employer/ Agency	Rockwell Fund, Inc.
Job Description	<p>As an important member of the Rockwell grant making team, this person will be exposed to many learning opportunities and critical leaders in the region's philanthropic community. The Program Associate supports the Fund's grant functions, including due diligence, monitoring, and evaluations. Main responsibilities include reviewing and analyzing grant applications and reports, compiling research and data, and supporting the Board and the Senior Program Officer in implementing the Fund's strategy.</p> <p>Grants Support the Senior Program Officer in implementing the Fund's strategy through:</p> <ul style="list-style-type: none"> • Reviewing applications, due diligence, and monitoring the grantmaking process • Supporting grantees in successfully executing Fund grants through monitoring, evaluation, and technical assistance • Developing and sustaining key relationships among grantees, community leaders, and other relevant individuals and organizations <p>Administration and other</p> <ul style="list-style-type: none"> • Designing and preparing routine reports, data presentations, and written reports to support staff and Board decision making • Using grants management system to keep files updated and organized • Managing website and keeping content current • Effectively communicating externally with applicants, grantees, and other community partners • Effectively communicating internally with Fund staff and Trustees • Undertaking special projects and other duties as assigned
Qualifications	<p>Position requirements</p> <ul style="list-style-type: none"> • Bachelor's Degree in relevant field • Master's Degree preferred • Excellent written and oral communication skills • Ability to extract, analyze, and summarize data and themes from research • Strong skills using database software, content management systems, and Microsoft office applications • Attention to detail while meeting deadlines • Strong project management skills with the ability to multi-task • Professional demeanor with grantees and when representing the Fund publicly • Occasional travel, mostly local
Salary/Hours	Full Time, \$42,000
Employer/Agency	Rockwell Fund, Inc.
Address	770 S. Post Oak Ln., Ste. 525

City, State, Zip	Houston, Texas 77056
Contact Person	Judy Ahlgrim
Contact Title	Grants Administrator/Office Manager
Telephone Number	713-341-5338
Fax Number	713-629-7702
Email Address	jahlgrim@rockfund.org
Application Method	Email Cover Letter and Resume to Judy Ahlgrim
Opening Date	Immediate

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