



Job Title: Program Associate

Location: Remote

Position Type: Full-Time, exempt

Reports to: Director of Programs

Grantmakers In Aging seeks a Program Associate to support the development, administration, and evaluation of programs and initiatives.

About Us:

Grantmakers In Aging (GIA) is a community of funders mobilizing money and ideas to strengthen policies, programs, and resources for all of us as we age. As the hub of the aging philanthropy ecosystem, GIA creates opportunities for funders to connect, collaborate, and co-fund. We help funders who are already investing in aging to fund more strategically, and we help funders who are not funding in aging to identify the intersections of aging and every other funding priority.

GIA's network brings together more than 140 funders of all types and sizes, with a shared commitment to creating a just and inclusive world where all people are fully valued, recognized, and engaged at all ages. Whether it's coming together in person at our popular Annual Conference, working on areas of shared interest in our Funders Communities, or learning from experts and fellow funders in an informal atmosphere through our virtual Member Meetups and webinars, we offer ways for members to deepen their expertise and grow their network.

Position Summary:

Reporting to the Director of Programs, the Program Associate will play a pivotal role supporting the ideation, development, administration, and evaluation of virtual and in-person programs. The Associate will facilitate small meetings and larger convenings and assist with writing original content for tools and resources aligned with program priorities. Working closely with the team, the Associate will work to cultivate and strengthen relationships across the aging and philanthropy ecosystems to achieve organizational goals.

The Program Associate is a highly motivated project manager and facilitator who values relationships and is excited by the opportunity to create and sustain programming that mobilizes GIA's network of members around aging-related funding and policy. The ideal candidate will have superior verbal and written communication and organizational skills and a commitment to GIA's mission.

This position is fully remote and reports to the Director of Programs. This position requires up to 10% domestic travel. In-person attendance at our Annual Conference, held in a different location every October, is mandatory.

Key Responsibilities:

- Support the execution of GIA programs in virtual and in-person formats from design to delivery, including managing program logistics, session design, speaker identification and preparation, creating communications materials (text copy for website, emails, and newsletters), facilitation, and follow up.
- Plan, schedule, and lead prep calls for programs and create supplemental materials (e.g. runs of show) where needed.
- Act as a point of contact for program-related questions for members, partners, and other stakeholders.
- Manage the annual program calendar.
- Conduct research on emerging trends, practices, and issues in aging and philanthropy.
- Maintain accurate records and documentation for programs and projects.
- Collect and analyze survey feedback from program participants and stakeholders.
- Support relationship-building efforts with stakeholders, including members, prospective members, board members, and partner organizations.
- Help develop and implement an evaluation framework for programs.
- Analyze data and prepare reports to support program evaluations, board reports, grant reports, and strategic planning.

Qualifications:

- Bachelor's degree
- 2-4 years of experience in program support, administration, or a similar role, preferably within a philanthropic or nonprofit aging organization.
- Excellent interpersonal skills and ability to build and foster relationships with members and partners.
- Strong organizational and project management skills, with the ability to manage multiple tasks and deadlines and pay close attention to detail.

- Exceptional verbal and written communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Teams) and Zoom and familiarity with database management systems.
- Ability to work collaboratively with a small, geographically dispersed team in a remote environment and interact effectively with diverse stakeholders.
- A commitment to the [values and mission](#) of Grantmakers In Aging.

Benefits:

The annual salary band for this position is \$60,000 - \$70,000.

GIA offers the following benefits to honor our commitment to work/life balance.

- Health, vision, and dental insurance
- Remote work stipend
- 401(k) with employer match of up to 4%
- 14 paid federal holidays
- 12 days of PTO in the first year of employment
- Allowance for observance of religious holidays
- Professional development opportunities

Application Process:

Interested candidates should submit a resume, a 2-page writing sample, and a cover letter outlining their qualifications and interest in the position to info@giaging.org by October 31st.

Grantmakers In Aging (GIA) seeks a just and inclusive world where people are fully valued, recognized, and engaged at all ages. We see diversity, equity, and inclusion (DEI) as core philanthropic values.

Grantmakers In Aging is an equal opportunity employer. Applicants will not be discriminated against because of age, race, color, creed, sex, sexual orientation, gender identity or expression, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.