



THE SUMMIT
FOUNDATION

1717 K Street, NW • Suite 1050 • Washington, DC 20006

www.summitfdn.org

JOB ANNOUNCEMENT

MESOAMERICAN REEF PROGRAM ASSOCIATE/ASSISTANT

The Foundation

The Summit Foundation is a private family foundation founded in 1991 and located in Washington, DC. The Foundation advances its mission to create a world where people can thrive and nature can flourish by making grants in three main program areas: Equality for Women and Girls, Sustainable Cities, and the Mesoamerican Reef.

The Mesoamerican Reef (MAR) Program

The MAR Program seeks to protect marine biodiversity and promote ecosystem health and sustainable fisheries in the territorial waters of, and adjacent watersheds that drain into, the Caribbean Sea from Belize, Guatemala, Honduras and the state of Quintana Roo, Mexico.

Position Overview

This full-time position supports primarily the MAR Program Director in carrying out: (i) inquiries on prospective grantees and areas of programmatic interest; (ii) targeted research on emerging issues of direct program relevance; (iii) communication and follow up with grantees and the Director of Grants Management regarding proposals, budgets, grant reports, and other grants management matters; (iv) drafting/editing MAR Program grant recommendations and completing grant contracts; (v) program-related writings that advance dissemination of grantee conservation impacts, including for the Foundation's website and, as appropriate, for other venues; (vi) assisting in preparing and editing MAR Program materials for Board meetings; and (vii) assisting the program director in travel and other scheduling and general program administration tasks. The precise nature of the role, and whether the position is classified as Program Assistant or Associate, will depend on the skills and qualifications of the successful candidate.

Internal Relationships

The Associate/Assistant reports to the MAR Program Director and interacts with the Director of Grants Management and the Chief Financial Officer in the fulfillment of grant due diligence and processing. S/he also works closely with the staff of the other two programs (Equality for Women and Girls and Sustainable Cities) and provides back-up to the office manager, as needed.

Main Responsibilities

- Works closely with the MAR Program and the Grants Management directors to carry out the grantmaking process, including communicating with current or prospective grantees and reviewing grant application materials and proposals for program fit and procedural integrity.
- Assists in the drafting and editing of precis and appraisals for Grants Committee and Board review, reviews grantee reports, and makes recommendations for follow up.
- Monitors developments in fields of relevance to the MAR Program and carries out research on specific topics or issues as guided by the program director.
- When requested, attends meetings, seminars and conferences on behalf of the MAR Program, and takes detailed notes and makes recommendations for follow up.
- Participates in conference calls, webinars and other virtual meetings on program matters.
- Supports the program director in identifying speakers for Board meetings, vetting speaking requests from partners at external events, and preparing the director's remarks or presentations.
- Assists in managing the program director's travel agenda and logistics for site visits.
- Generates programmatic content for the website and as requested for other venues, including editing and proofreading and handling content management software.
- Supports writing and editing of Board book materials and takes notes at Board meetings and on grant review committee calls.
- Assists with other program administration functions (e.g., budget tracking) as requested.
- Assist during office manager's absence in answering phones, greeting guests, vendor interactions, and other essential office oversight as requested.
- Performs other cross-program assignments for up to 20% of time as directed by the program staff or Foundation President.

Qualifications and Attributes

- Bachelor's degree and at least three years of relevant work experience. Master's degree preferred. Experience in the region and/or subject area preferred but not essential.
- Excellent communications skills (writing/speaking).
- Outstanding analytical and strategic planning skills.
- Fluent Spanish a plus; strong Spanish language ability required.
- Multi-cultural experience/sensitivity highly valued.
- Superior organizational skills and attention to detail, including for editing and proofreading.
- Proficiency in Microsoft Office Suite required. Experience in *WordPress* for website content management and other social media content-management software is highly valued.
- Team player capable of prioritizing competing demands and projects and meeting deadlines, and comfortable with executing administrative tasks in the fulfillment of the program's objectives.
- Ability to represent Summit with professionalism, discretion and diplomacy.
- Understanding of, and commitment to, Summit's core values, mission and vision, and operating principles.

Compensation and Benefits

Salary commensurate with experience and qualifications. The Summit Foundation provides excellent health benefits and paid vacation time, has 403b and SEP IRA plans, and provides commuter benefits and flexible spending accounts for health and dependent care.

Application Procedures

Qualified individuals should submit a resume and letter of interest to **apply@summitfdn.org**. No phone inquiries. The position will remain open until filled.

Summit is an Equal Opportunity Employer committed to a diverse and inclusive workplace. We strongly encourage individuals of all cultures, backgrounds, communities, and experiences to apply. Summit considers qualified applicants for employment without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, pregnancy, family responsibilities, political affiliation, disability, matriculation, genetic information, credit information, military/veteran status, or any other status protected by federal or District of Columbia law.

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