

## Job Description

<b>JOB TITLE:</b>	Program Associate, Environment
<b>LOCATION:</b>	San Francisco, CA
<b>FULL/PART TIME:</b>	Full-time
<b>REGULAR/TEMPORARY:</b>	Regular
<b>EXEMPT/NON-EXEMPT:</b>	Exempt

### **BACKGROUND**

The S. D. Bechtel, Jr. Foundation and Stephen Bechtel Fund (together, the “Foundation”) are dedicated to advancing a productive, vibrant, and sustainable California. To that end, the Environmental Education Program seeks to ensure Californians are more environmentally literate, thus engaged in more conservation behavior; and the Environment-Land Program supports land stewardship organizations to be well positioned to responsibly protect and manage California’s public and private lands.

The Program Associate will work jointly with the Environment-Land and Environmental Education Programs and will provide support to two program officers in developing and managing portfolio grants that advance the programs’ strategies and objectives. The Program Associate should have nonprofit experience, ideally in the fields of land conservation and stewardship, and youth focused environmental education programs; and should be interested in building and sustaining strong working partnerships across private, public, and nonprofit sectors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Grants Planning, Research, and Development**

- Perform preliminary review of letters of inquiry, grant concept summaries, and other proposal materials
- Perform program related research and analysis, and make recommendations to program staff regarding new policy developments and funding opportunities
- Prepare research summaries and recommendations
- Monitor program fields for news and information on other philanthropic initiatives
- Plan and coordinate meetings and convenings

- Draft summaries of grant proposals and organize grant application materials for approval

### **Grants Management and Monitoring**

- Perform site visits to build grantee relationships and evaluate initiatives/projects
- Assist with development and refinement of program evaluation plans
- Collaborate with grants management staff to ensure active grants are monitored and evaluated on time
- Coordinate submission of materials for quarterly board meetings

### **Communications**

- Provide guidance to grantees on grant application procedures and reporting requirements
- Serve as program liaison for general inquiries, grantees, consultants, and other parties
- Develop grantee stories and update program information on Foundation website
- Provide internal office updates on the programs' activities and monitor other programs' activities for potential funding collaborations or conflicts

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor's degree or equivalent relevant work experience required
- At least 3 years of work experience in a professional setting
- Training and experience in land conservation and/or youth environmental education program development
- Ability to structure analysis, perform synthesis, and provide written reports and presentations that meet project objectives and timelines
- Strong technology skills, including knowledge of Microsoft Office software
- Strong organizational skills with an excellent attention to detail
- Self-starter, resourceful, and able to manage multiple projects simultaneously
- Strong interpersonal, verbal, and written communication skills
- Ability to represent the Foundation outside the organization and to interact with staff at all levels of the organization in a professional, courteous, and tactful manner
- Flexibility and sense of humor

### **PHYSICAL DEMANDS**

Candidate must have the ability to communicate via telephone, read and understand written communication, and generate written communication manually and using a computer.

**COMPENSATION**

A competitive compensation package is available, including a salary commensurate with qualifications and experience, and a comprehensive benefits package.

**HOW TO APPLY**

Please send an email with “EE/Land Program Associate application” in the subject line with a resume and letter of interest to [SDBjrRecruiter@sdbjrfoundation.org](mailto:SDBjrRecruiter@sdbjrfoundation.org) or mail application to:

Human Resources  
S.D. Bechtel, Jr. Foundation  
199 Fremont Street  
19<sup>th</sup> Floor  
San Francisco, California 94105

No phone calls or in-person applications, please.