**Program Coordinator**

Roots & Wings Foundation

**Location:** Seattle, WA

**Employment Type:** Part-time, 24 hours a week

**Salary range:**  $45,000 - $54,000 for .6 FTE

**OVERVIEW**

This is an exciting time to join The Roots & Wings Foundation, a family foundation established in 2019. Our small staff worked closely together in 2020 to award $15 million in grants to 120 nonprofits in healthcare, early childhood, basic needs and violence prevention. Now we are looking for a Program Coordinator to join our small but mighty team and positively impact the lives of thousands of people living in poverty.

The Program Coordinator will be a key staff member, working directly with the Executive Director and Program Officer to administer our grants program. Other main duties include research, communications, and operational support.

The Roots & Wings Foundation is a nonprofit private foundation helping kids grow strong, from the roots up. We seek to improve healthcare, reduce the disparity of care, support early childhood education, provide basic human services, and strengthen human rights to help create a more peaceful world. ([www.rootswings.org](http://www.rootswings.org))

**KEY RESPONSIBILITIES**

***1. Grants Administration***

* + - * + Process all grants: receive applications, review budgets, collect missing information, conduct due diligence, and prepare grant awards
				+ Use online grants management system to process all grants; keep information up to date in the system
				+ In partnership with the Program Officer, support proposal review, site visits, and grant decision-making
				+ Research and synthesize information about prospective grantees and funding areas
				+ Provide grant-related reports and analyses to the staff and Board

***2. Communications***

* Communicate with applicants and grantees, and provide technical assistance as needed
* Respond to funding inquiries
* Manage the foundation’s mailing list and help produce the foundation’s newsletter
* Post relevant updates on the foundation’s website

***3. Operations***

* Manage daily operations of the foundation’s office in Seattle (in alignment with public health guidelines)
* Provide light administrative support for the Executive Director
* Assist with employee recruitment as needed
* Proactively address anything else needed to maintain a great organization

**QUALIFICATIONS**

* Bachelor’s degree or greater
* History of academic and professional success
* 3+ years of work experience in grantmaking, foundation operations, or related field
* Experience working in one or more of the foundation’s funding areas is preferred
* Ability to travel locally and nationally 10% (when general travel resumes)
* Enthusiasm for joining a growing organization, ability to wear many hats, and flexibility to adapt as needed

**To Apply:** Email resume and cover letter to info@rootswings.org with subject line ‘Program Coordinator’ by 5pm PST on January 20, 2021.