



POSITION DESCRIPTION

ASSISTANT PROGRAM MANAGER

The Hunter Family Foundation (HFF) seeks our first-ever Assistant Program Manager to expand our program capacity, deepen our partnerships, and strengthen giving across our portfolios, with a special focus on environmental programming. This role will contribute directly to grantmaking, learning, and strategy, while helping to ensure our work remains responsive, relational, and grounded in community.

HFF provides grants, partnerships, and leadership to improve the lives of children and their families in a long-term and sustainable way. We support education, healthcare, workforce development, and the environment in communities where Hunter family members live, work, and have philanthropic interests. Launched in 1993, we work diligently to build and maintain the relationships necessary to achieve our goals and meet the needs of our priority communities.

At HFF, we believe all children and families should have equitable opportunities to LEARN, PLAY, and GROW in their home communities. We think they should be able to access and thrive in:

- Learning environments that nurture their cognitive and social-emotional growth and prepare them for meaningful careers of their choice (LEARN).
- Natural areas close to their homes that are biodiverse, protected, and well-maintained (PLAY).
- Patient-centered, culturally competent health care options and nutritious food programs close to where they live and work (GROW).

We center **integrity** in all aspects of our work and strive to engage the **community** in ongoing **dialogue** and **collaboration** that builds on relationships grounded in **trust, respect, and compassion**. We also strive to integrate **grace** and **generosity** into everything we do, recognizing our work is not solely about providing financial support, but also about sharing knowledge, skills, and energy through **partnership** and **leadership** opportunities.

HFF is at an exciting stage in our organizational journey as we grow and deepen our work. To strengthen assets and meet the needs of our priority communities, we are hiring an **Assistant Program Manager**. This person will work collectively with our nine-member board of directors, four-member staff, 150+ grantees, and many community partners (please see our Commitment to Equity below).

This full-time role is based in Lake County and Chicago, IL, with hybrid and flexible work options. The role reports to the Senior Manager, Programs and Partnerships, and is part of a collegial, values-driven team. Our culture is collaborative and non-hierarchical, grounded in shared leadership and the belief that we need each other's experience, skills, and guidance to achieve optimal outcomes.

QUALITIES

We are seeking a candidate with a demonstrated ability to:

- Show sustained commitment to HFF's mission, values, and approach.
- Build strong, trust-based relationships grounded in empathy, patience, and humility.
- Communicate clearly and effectively, both verbally and in writing.
- Listen deeply, facilitate thoughtfully, and connect ideas across team members, sectors, and issue areas to advance shared outcomes.
- Work effectively with and learn from people with diverse backgrounds, experiences, and perspectives.
- Co-create, manage, and successfully execute multiple projects simultaneously.
- Operate with initiative, reliability, and strong follow-through.

RESPONSIBILITIES AND COMPETENCIES

The **Assistant Program Manager** contributes to the effectiveness and impact of HFF's grantmaking and partnerships across all portfolios, with a particular depth of knowledge and experience in environmental programming and cross-sector initiatives. This role supports both day-to-day grantmaking and longer-term learning and strategy development.

RESPONSIBILITIES

Direct Grantmaking (50%)

- Review and assess proposals (approximately 30–40 annually)
- Conduct due diligence, including financial, programmatic, and organizational analysis
- Support portfolio management, including tracking progress and innovation
- Assess and support the development of [HFF's PLAY \(environmental\) portfolio](#)
- Build and maintain strong relationships with grantees, providing guidance and support
- Contribute to grant recommendations, strategy discussions, and board materials

Program & Partnership Support (20%)

- Support convenings, site visits, and collaborative initiatives across portfolios
- Help design and implement special projects, particularly within the PLAY portfolio
- Engage with partners across sectors to strengthen alignment and shared outcomes
- Assist board members in exploring and advancing programmatic opportunities

Research & Learning (20%)

- Conduct field scans and research to inform strategy and decision-making
- Support evaluation efforts and contribute to learning agendas
- Synthesize insights across programs to strengthen cross-portfolio integration
- Identify emerging trends and opportunities in environmental, health, education, and community development work

Administration & Coordination (10%)

- Maintain accurate documentation and data within grants management systems
- Support workflow coordination, reporting, and internal knowledge sharing
- Contribute to the development of clear, accessible materials for multiple audiences

EDUCATION, EXPERIENCE, AND CORE COMPETENCIES

- Bachelor's degree and 5–7 years of relevant professional experience (or an equivalent combination of experience and training); Master's degree preferred
- Strong understanding of nonprofits and philanthropy; grantmaking experience is a plus
- Experience in environmental programming (e.g., conservation, land or water stewardship, parks and trail development, and/or nature-based learning)
- Interest in and ability to work across HFF's focus areas—education, health, environment, and community development—to support families and communities holistically
- Excellent project management skills, with the ability to move work from idea to execution
- Experience with planning, goal setting, and learning/measurement across projects
- Strong organizational, analytical, and critical-thinking skills
- Comfort with systems and tools such as Microsoft Office (Teams, Outlook, SharePoint), grants, knowledge, and/or project management systems, and AI-based language models.
- Sound judgment, high ethical standards, and a collaborative, dependable work style

COMPENSATION AND BENEFITS

The annual base starting salary for this position will range from \$95,000 to \$110,000. Benefits include health and dental insurance (100% coverage for staff), 401(k) package (HFF matches up to 6% of your contributions with no waiting or vesting period), three weeks paid vacation, eleven federal holidays, nine additional Paid Time Off (PTO) days, flexible remote/in-office work accommodations, and professional learning and advancement opportunities.

OUR COMMITMENT TO EQUITY

HFF uses a [Trust-Based Philanthropy](#) framework to guide decisions around practice, culture, structures, and leadership, and to help us understand how we [build, share, and leverage power](#) in our priority communities. We are an equal opportunity employer and do not discriminate based on race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws. We strongly encourage people of color, women, LGBTQ and gender non-conforming people, and people with disabilities to apply.

To Apply:

Applications should be emailed to info@HunterFamilyFoundation.org with only "YOUR NAME": ASSISTANT PROGRAM MANAGER in the subject line. Applications must include **1) a cover letter** that outlines your experiences and fit with the qualities and core competencies outlined above, and **2) a resume**. Please address any questions you have about this role to that email as well.

Applications will be reviewed regularly, and [interested parties are encouraged to apply early](#). We plan to start interviews in the first week of May and make an offer in the last week of May for an early July start date. The names of applicants and interested parties will be held in strictest confidence. Thank you for considering this opportunity.