

## **Program Associate (Full-Time/Hybrid Role)**

*Hoffberger Family Philanthropies / Baltimore, Maryland*

### **Background and Description**

The Hoffberger Family Philanthropies (HFP) is comprised of two charitable organizations: The Hoffberger Foundation (Foundation), a private foundation whose mission is to respond to unmet needs in the greater Baltimore community with available resources—with a significant commitment to the Jewish community, which is addressed through its Hoffberger Family Fund (Fund)—a support organization of The Associated: Jewish Federation of Baltimore. HFP is part of the Hoffberger Family Office. HFP is also part of the larger Hoffberger Family Enterprise comprised of Hoffberger Holdings, Inc. (HHI), Keystone, Inc., and CPC, Inc, each for profit businesses. Together, these businesses are referred to as the Hoffberger Family Office.

We are seeking a Program Associate who is proactive, detail-oriented, and highly organized with strong technical skills. The Program Associate will primarily support the programmatic goals and operational requirements of the Hoffberger Foundation through three primary areas of responsibility three days a week: grantmaking, administrative, and communications support.

The administrative role of the position will also include working with the Hoffberger Family Office two days each week, which includes engagement with the executives and Board of HHI.

This is a highly collaborative role requiring the ability to prioritize as well as complete tasks in a timely manner given the involvement with both the Foundation and HHI. The Program Associate will have the opportunity to primarily learn more about the philanthropic sector at a mission-driven organization focused on workforce development and economic mobility as well as the mental health wellbeing of children and families in Greater Baltimore, all of which is administered through a racial equity lens.

The selected candidate will report to the HFP Executive Director (ED) and the CFO of HHI.

This is a full-time, hybrid position requiring at least two days in the Baltimore-based family office. Start date is flexible (ideally by the end of August).

Responsibilities will include the following, in varying degrees depending on workflow, and other tasks as the needs of HFP and HHI evolve.

### **HFP Grants and Program Administration:**

- Communicate with and provide information to organizations applying for grants in a timely manner.
- Research and compile data, particularly within the strategic program areas, for the ED and Board members as assigned.

- Arrange and manage logistics of grants meetings, including preparing materials, handling the technology, and summarizing AI-transcribed notes for minutes and/or reports as part of the grant record.
- Manage the annual grants process from development through grant award, evaluation, and closure, which requires coordinating with Finance to ensure timely distribution and accurate tracking of grant payments.
- Participate in grantee assessments as assigned.
- Manage HFP's Foundant grantmaking database, which will include keeping accurate records and running reports as well as undertaking periodic review and revision of templates.
- Attend community events sponsored by grantees or other community partners.
- Assist Executive Director with strategic and initiative planning as assigned.

### **General HFP and HHI Administration and Communications:**

- Serve as a point-of-contact for general questions, providing timely and accurate answers to all inquiries.
- Provide administrative support to HFP's ED and Board members as well as HHI's executives, Board and Finance Department, which includes data entry and record keeping as well as meeting scheduling and coordination, with the willingness to respond to other organizational needs as they occur.
- Arrange and manage logistics of administrative, committee and Board meetings, as well as for events for the emerging Hoffberger Family Enterprise, which includes scheduling, preparing materials, providing technology support, and taking detailed notes for follow-up and/or summarizing AI-transcribed notes for formal meeting minutes, as applicable.
- Contribute to the development of organizational and educational resources, formal reports, and presentations to committees and the two Boards as assigned.
- Manage Foundation communications, including the content development and updates of the website and social media platforms. In addition, develop the Foundation's newsletter as well as any outreach and related correspondence/mailings.
- Identify and manage technology needs related to general administration and grantmaking as they arise, particularly for the emerging Hoffberger Family Enterprise

### **Qualifications**

The ideal candidate would hold a bachelor's degree or three years related work experience, preferably in the nonprofit sector . Experience with grants administration preferred, particularly with the Foundant grants management database system and the SharePoint application. Required qualifications include:

- 2-3 years administrative work experience.
- Strong technical skills, including high degree of proficiency with Microsoft Office 365 applications (Excel, Word, and PowerPoint plus SharePoint and Access) and related administrative tools (e.g., Adobe, Doodle and SurveyMonkey) as well as video conferencing resources such as MS Teams and Zoom.

- Excellent writing, editing, and oral communication skills given the need to draft or summarize grant summaries and reports, meeting minutes, and related tasks.
- Experience with website, social media and newsletter development, content editing, and e-distribution (e.g., WordPress and Constant Contact), using Smart Brevity, preferred.
- Ability to work proactively with minimal direct supervision and manage multiple projects, while being a committed team player.
- Ability to read and understand organizational and project budgets, or willingness to learn to support due diligence efforts for the grants process.
- Adept at developing collaborative and positive relationships with colleagues, grantees, consultants, peer funders, grantee prospects, and other partners using a customer-service mindset.
- Experience and willingness to work with a diverse constituency as well as familiarity of the community needs of Baltimore City residents, preferred.
- Experience working within a family office is a plus.
- Integrity, discretion, flexibility, and sense of humor.
- Understanding of and commitment to the goals of HFP and HHI.

## **Compensation**

Up to \$70,000 DOE for the full-time position with benefits, including health insurance.

## **How to Apply**

Interested candidates must submit a personalized cover letter and résumé via email to [info@hoffberger.org](mailto:info@hoffberger.org) as a single PDF attachment with “Program Associate – First and Last Name” in the subject line. Applications will be reviewed as they are received.

Please note that a writing sample and at least two references will be required of all finalists for the position.

For more information about HFP, please visit [Hoffberger Family Philanthropies - The Hoffberger Family Philanthropies - Baltimore, Maryland](#)

## **Commitment to DEI (Diversity, Equity, and Inclusion) + Equal Employment Opportunity**

HFP is an equal opportunity employer. In alignment with its racial justice lens, HFP is committed to maintaining a staff that diversifies philanthropy, including lifting up the leadership of people from communities historically underrepresented in the field and those directly affected by structural racism, centering them in decision-making.