

**PEACOCK FOUNDATION, INC.**  
**Operations/Program Associate**

Established by Henry B. Peacock, Jr. in 1947, Peacock Foundation, Inc. (the Foundation) enhances and promotes the health and well-being of children and families primarily in Miami-Dade County through grants to eligible nonprofit organizations. Since inception, more than \$50 million has been invested in worthy charitable endeavors in education, health, and human services.

**SUMMARY:**

The Operations/Program Associate will be an integral part of our small staff and will be responsible for ensuring that all grantmaking functions are carried out in a manner that continues the tradition of excellence associated with the Foundation.

Assists with general office duties, as needed; supports and reports to the Executive Director; interacts with the Board of Directors and community.

**MAJOR RESPONSIBILITIES:**

**Grants Operations:**

- Streamline, implement, and document procedures to maintain workflow efficiency of grant cycle calendar, due diligence process, and filing
- Manage online grants management system (Foundant) to ensure integrity of data and settings
- Prepare documents for site visits, Board meetings, and correspondence with applicants and grantees
- Conduct research as needed on community issues and organizations to inform grantmaking and other Foundation activities
- Synthesize, utilize, and share data to track programmatic impact and to improve the grant making and end of grant reporting processes

**Communications:**

- Serve as first point of contact (answering phone as needed) for grant-related information and general inquiries from nonprofits, grantees, and the public
- Represent the Foundation at site visits, conferences, and other community engagement events
- Draft grant award letters, reporting templates, and other correspondence
- Generate reports, analyses, and data visualizations on impact of grants
- Prepare and edit content for website
- Coordinate meetings, prepare the quarterly Board packet, and draft meeting minutes

**ESSENTIAL KNOWLEDGE, SKILLS, AND EXPERIENCE:**

- A curious mind, committed to excellence, comfortable in strategic implementation of grantmaking and/or evaluation processes, as well as select administrative tasks
- Excellent analytical, verbal, and written communication, and social skills (including active listening)
- Ability to act with humility, sensitivity, and discretion; to prioritize and problem solve both independently and as part of a team; to anticipate needs with a customer service orientation

- Proficiency in Microsoft 365, email protocol, internet research, and Adobe
- Experience with grants management software (Foundant) or complex database information systems
- Experience effectively managing small to mid-sized gatherings, including Board meetings
- Bachelor's degree preferred; equivalent experience in small office environment will be considered

**COMPENSATION / BENEFITS:**

**Salary:** \$70,000, commensurate with experience and qualifications

**Benefits:** comprehensive package including medical, dental, short/long-term disability, and group term life for employee; 401k retirement plan with employer match; flexible paid time off; and parking or Metrorail pass

**EEO STATEMENT & DISCLAIMER:**

Peacock Foundation, Inc. is an equal opportunity employer. We are committed to creating an inclusive environment for all employees, volunteers, and vendors. Applicants will receive consideration without regard to any legally protected characteristic or status.

**TO APPLY:**

Please send resume and cover letter to [joelle@peacockfoundationinc.org](mailto:joelle@peacockfoundationinc.org) no later than September 1, 2023.

*July 2023*