

Associate, Program and Operations

Position Description

The Opportunity

The Associate, Program and Operations will serve as a key member of a small, cohesive team that advances the Foundation's mission to close the racial wealth gap in New Jersey. The Associate is responsible for providing support to the Program team and other staff in the areas of Foundation strategy, administration, and operations. Duties can range broadly but would include researching and drafting materials, events planning and management, supporting office operations, supporting stakeholder engagement, and scheduling, among other things. The Dodge Foundation operates on a hybrid schedule, with staff working in our office three days per week and remote two days per week.

The successful candidate is a flexible, self-directed, team-oriented person who is willing to learn and to shift between regularly occurring activities and those that might emerge as new priorities. They understand and appreciate that all aspects of their responsibilities contribute to the success of the mission. They are also results-driven, detail-oriented, and organized, with a strong commitment to the Foundation's mission.

Key Responsibilities

- The role will consist of approximately 50 percent Program Administration, 30 percent overall Foundation administration, and 20 percent event management and stakeholder engagement.
- Coordinate tasks and timelines to ensure that various project elements stay on course to advance overall goals.
- Support stakeholder management and engagement by ensuring timely, respectful communications with grantees, consultants, fellow funders, community partners, etc.
- Draft/edit informational documents, policy briefs, and other materials to highlight insights on the Foundation's progress, utilizing both visual and written storytelling methods.
- Support and collaborate with the Program Team in reviewing proposals and grant reports.
- Assist with Foundation-wide administration, including supporting day-to-day office operations and upkeep, liaising with vendors and building management, developing and managing a system for ordering supplies and inventory management, and helping resolve equipment/maintenance issues as needed.
- Manage meeting and event logistics, including coordinating space requests, welcoming visitors, and scheduling and organizing virtual, in-office, and offsite



- meetings for the team members.
- Assist with special projects as required.

Key Competencies

- Experience with calendar, event, and office management, balancing different internal and external schedules, needs, and priorities to move work forward.
- Strong problem-solving abilities and a practical mindset—comfort with getting into operational details, providing flexible structure, and maintaining focus in a dynamic environment.
- Ability to maintain accuracy, thoroughness, responsiveness, and dependability.
- Strong interpersonal skills and good judgment, with the ability to collaborate across teams and plan ahead.
- Comfort working both independently and collaboratively in a hybrid work environment.
- Experience working with a broad range of diverse partner organizations and individuals.
- Ability and willingness to travel in and around New Jersey.
- 2 or 3 years of work experience, preferably in the fields of social justice, nonprofit operations, philanthropy, or public policy.
- Bachelors' degree or similar advanced credential preferred.

About Us

At the Geraldine R. Dodge Foundation, we envision a just and equitable New Jersey where people of all races and communities have equitable access to opportunities to thrive. Through grants and other critical investments, the Dodge Foundation works to advance economic equity and justice for all New Jerseyans by closing the racial wealth gap in the Garden State. While there are many layered factors that affect the current racial wealth gap in New Jersey, research consistently shows that two of the most powerful drivers of wealth building—and, therefore, of closing the racial wealth gap—are housing and pathways to homeownership and pathways to economic security and mobility. The Dodge Foundation dedicates its time, energy and resources to advancing interventions through these pathways. While we do provide support to statewide organizations, we are particularly focused on five communities across New Jersey: Atlantic City, Camden, Newark, Paterson, and Trenton.

Compensation and Benefits

The salary for this position is in the range of \$75,000 and \$80,000, depending on the candidate's experience and skills. The Foundation also offers a full and competitive benefits package that includes full medical and dental insurance, generous retirement contributions, paid medical and parental leave programs, professional development, cell phone reimbursement, and 20 days of vacation for full-time employees.



To Apply

Please submit your application to jobs@grdodge.org. Your cover letter should outline your interest in the role and how you feel your experience is a match.

We will accept applications on a rolling basis until filled. Please note that while all applications will be reviewed, we will only contact you if we decide to move forward with your candidacy for the role.

The Geraldine R. Dodge Foundation values a diverse workforce and an inclusive culture. We employ qualified people without regard to: race; color; religion; sex; national origin; age; ancestry; disability; sexual orientation; pregnancy or breastfeeding; veteran or military status; marital status; civil union or domestic partnership status; arrest record; citizenship; credit history; genetic information; gender identity or expression; status as a victim of domestic violence, sexual violence, or stalking; or any other characteristic protected under federal or state law.