

## Grant and Program Associate

### Background

Founded in 2012, the Vera and Joseph Dresner Foundation is an independent foundation that provides funding to nonprofit organizations in the areas of health, youth and family and animal welfare.

### Job Summary

The Vera and Joseph Dresner Foundation is seeking a full-time Grant and Program Associate. The Grant and Program Associate will work directly with the Executive Director to partner with existing grantees, conduct due diligence, and deepen the Foundation's knowledge in key areas of interest.

### Reports To

Executive Director

### Responsibilities

Support all aspects of grant making as guided by the Executive Director. To include partnering with current grantees, sourcing new proposals, conducting due diligence, preparing board materials, developing strategic grant making initiatives, managing grants data base, and maintaining foundation website.

### Qualifications

- Bachelor's degree and a minimum of 5 years of professional experience in relevant fields, preferable. Working knowledge of foundations and nonprofit organizations, a plus.
- Ability to conduct analyses to assess the leadership, fiscal health and capacity of an organization.
- Exceptional written and verbal communication skills and experience.
- Proficiency in Microsoft Office applications and database management. Experience with grants management software, a plus.
- Ability to learn quickly and develop new computer skills with ease.
- Ability to thrive in a small operation with a **three-four-person** staff, meet unexpected demands with flexibility, and have a strong work ethic.
- Willingness and desire to take initiative.
- Ability to use sound judgment and maintain confidentiality.
- Willingness to work in the Foundation's West Bloomfield and Detroit Offices.

## Grant and Program Associate

### Compensation

- Full-time
- Salary commensurate with experience, excellent benefits.

### How to Apply

- To apply please send your cover letter, resume and **salary requirements** to: [info@dresnerfoundation.org](mailto:info@dresnerfoundation.org) by no later than July 31, 2018.
- Indicate Grant and Program Associate in the subject line.
- No telephone calls please.

Vera and Joseph Dresner Foundation  
<http://www.dresnerfoundation.org>)