



**Rockefeller
Brothers Fund**

Philanthropy for an Interdependent World

March 2010

Employment Opportunity

**Rockefeller Brothers Fund
Program Assistant**

The Rockefeller Brothers Fund (RBF) is seeking a full time Program Assistant.

Rockefeller Brothers Fund

Founded in 1940, the Rockefeller Brothers Fund encourages social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Sustainable Development, and Peace and Security. Though the Fund pursues its three program interests in a variety of geographic PA contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in three pivotal places: New York City, Western Balkans, and Southern China.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

As a private foundation, the Fund strives to promote philanthropic excellence and to enhance the effectiveness of the nonprofit sector. The Fund's investment assets total was \$683 million as of September 30, 2009. In 2008, the Fund awarded 329 grants, totaling over \$33 million.

Position Summary

The Program Assistant will report to the Directors of the Southern China and the New York City Programs. A primary responsibility of this position is overseeing grants administration, meeting coordination, and managing the day-to-day administrative and operational support on behalf of the Programs. The Program Assistant will also serve as a key liaison for RBF staff and external partners, including grantees. Other duties include proposal review, verifying supporting documentation from prospective grantees, drafting correspondence on behalf of the programs, and maintaining the electronic systems that support the grantmaking efforts, including GIFTS.

Qualifications

The ideal candidate will have a BA/BS degree with a minimum of two to four years of experience in administrative and/or program support. It is essential for the Program Assistant to have excellent written, verbal, and interpersonal skills with a strong knowledge and ability to effectively utilize computer technology. The position requires proficiency using the Microsoft Office suite and database management software. Prior experience in international development preferred.

Salary

The Rockefeller Brothers Fund offers a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment. The Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, sexual orientation, age, disability, or religion.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume and brief writing sample to pasearch@rbf.org. No telephone or fax inquiries or applications, please. For additional information about the RBF, please visit the Fund's Web site at www.rbf.org

Rockefeller Brothers Fund
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