



CRIMSONBRIDGE

FOUNDATION

Entrepreneurial Philanthropy for Breakthrough Impact

## PROGRAM ASSOCIATE (EDUCATION)

**ABOUT US:** Founded in 2015, the [Crimsonbridge Foundation](http://www.crimsonbridge.org) is an endowed national private operating foundation dedicated to affecting positive social change through education, leadership, environmental sustainability, and nonprofit capacity building. In addition to grantmaking, our incredible team of community-focused professionals develop local, regional, and national programs and initiatives and provide technical assistance, communications support, and advisory services to various community partners. Learn more about our unique approach to philanthropy and grantmaking programs at [www.crimsonbridge.org](http://www.crimsonbridge.org) and [www.leaderbridgedc.org](http://www.leaderbridgedc.org).

**THE POSITION:** With the national expansion of our [Bridges for Schools](#) and [Education Imperative](#) programs, the Foundation seeks a dynamic and enthusiastic professional who has experience with Catholic education and preferably is familiar with philanthropy and the nonprofit sector, for the new role of Program Associate (PA). Reporting to the Senior Program Officer, the PA will interact with and provide assistance to schools and dioceses and will shepherd schools and nonprofit partners through our proposal process. The PA will support the expansion of Foundation's work with Catholic schools, parishes, and dioceses to create welcoming and inclusive communities that engage Hispanic students and families, while increasing overall school and parish vitality. The PA will be an active and integral member of our interfaith team, contributing to the Foundation's programs and communications (*both with and without a Catholic focus*). Local candidates only.

### DUTIES AND RESPONSIBILITIES:

- Support the Senior Program Officer with the day-to-day management as well as the strategic expansion of the [Bridges for Schools](#) and [Education Imperative](#) programs.
- Conduct thorough, consistent, and meticulous grantmaking and related administrative duties. *Incl. reviewing proposals and reports, and summarizing grant recommendations.*
- Evaluate grant outcomes, report on impact, and make program improvement recommendations.
- Build relationships with Catholic schools, dioceses, parishes, and nonprofit partners (including the University of Notre Dame, Boston College, the National Catholic Educational Association, the Archdiocese of Washington, and more).
- Collaborate with other team members to create, edit, review, and publish content to the Crimsonbridge website, newsletter, and social media.
- Represent the Foundation at site visits, community meetings, and relevant events.
- Other duties as assigned.

### REQUIRED QUALIFICATIONS:

- Bachelor's degree with at least two years of relevant full-time work experience.
- Experience or familiarity with Catholic schools, parishes, and/or dioceses.
- Excellent communications skills (storytelling, content development, public speaking, etc.).
- Working knowledge of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and social media.



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- Ability to respect privacy, maintain confidentiality, and exercise the highest level of discretion.
- Exercise grace, tact, and diplomacy in both internal and external settings.
- Ability to successfully work independently and within a dynamic team.

### PREFERRED QUALIFICATIONS

- Bilingual proficiency in Spanish (strongly preferred).
- Experience working with nonprofits, foundations/philanthropy, associations, or other community-based institutions.
- Experience with parent, school, and/or Hispanic/Latino community outreach and engagement.
- Familiarity with MailChimp, Canva, LinkedIn, and Zoom.
- Strong analytical, critical thinking, and organizational skills.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements above represent the knowledge, skill, and/or ability required unless stated otherwise.

This is a **full-time position in a hybrid work environment** working at the Foundation's private office (located in Chevy Chase, MD – not Metro accessible) on Tuesdays and at approved remote locations the remainder of the week. The Foundation offers a generous benefits package (including medical, dental, retirement, and more) and a competitive salary commensurate with experience (\$55,000-\$65,000). Proof of complete COVID-19 vaccination is required (*unless an exception due to a medical reason or a sincerely held religious belief is requested and approved*).

**TO APPLY:** Please email a **resume** and a **cover letter** explaining how your skills and background fit this position (*feel free to include details related to your personal or professional experience with Catholic education and/or Hispanic/Latino family engagement*) to [office@crimsonbridge.org](mailto:office@crimsonbridge.org). Please refer to "PA position" in the subject line. No phone inquiries, please. **Only local candidates within the Metropolitan DC area will be considered.**

**What to expect during the interview:** We look forward to hearing why you might be a good fit for this role! Interview questions could include:

- Tell us why you are interested in philanthropy and working at a Foundation.
- If you had to give a Catholic school three ideas for better marketing themselves to prospective families, what would those ideas be?
- In your experience, how could Catholic schools make families feel welcome? How might Catholic schools better welcome and engage all families? How might the diocese help?
- Tell us about a time you brokered a partnership or served as a resource connector.
- How would you use digital tools and social media to support this work?

*The Crimsonbridge Foundation is an Equal Opportunity Employer. All correspondences will remain confidential.*