

**JOB ANNOUNCEMENT - PROGRAM ASSOCIATE**

Founded in 1990 by Ted Turner, the Turner Foundation, Inc. is a private, independent family foundation committed to protecting and restoring our natural systems – the air, land, and water – on which all life depends.  The Turner Foundation seeks a Program Associate to help implement the following philanthropy strategies:

* Clean air – Catalyzing the transition to a clean energy economy.
* Urban sustainability – Collaborating with metro Atlanta communities, government, nonprofit, and business allies to create healthy, sustainable, just, and resilient communities.
* Growing and diversifying the movement – Engaging children, young adults, communities of color, and businesses.

The Foundation funds initiatives at the local, state, regional, and national levels. The position reports to the President and the office is located in the heart of downtown Atlanta, Georgia a few blocks away from two transit stations. The program associate will be part of a dedicated and passionate team that works together to advance the Foundation’s mission.

**Responsibilities:**

* Assists with grant planning, research, and development.
* Monitors and analyzes conditions and trends as they relate to the Foundation’s program goals and objectives.
* Presents funding recommendations to the President and Board of Directors.
* Monitors and evaluates the impact of grants and programs; reviews and analyzes grantee programmatic and financial reports.
* Leads or assists with event planning for grantee, funder, partner, and stakeholder meetings.
* Represents the Foundation through participation in site visits, conferences, seminars, and other educational events.
* Implements special projects as needed including administrative support.

**Position Requirements**

Education:

Bachelor’s degree required, preferably in sustainability/environmental science, policy, engineering, management or a related degree; advanced degree strongly preferred.

Skills and Qualifications:

* At least three years of related experience, preferably in the nonprofit or philanthropic sectors.
* Passion for the Turner Foundation mission.
* Extensive knowledge of the environmental trends we face in the United States.
* Self-starter, highly motivated, resourceful, and able to manage multiple projects simultaneously.
* Excellent analytical and problem-solving skills.
* Excellent interpersonal skills maintaining professionalism, tact, and diplomacy in all situations.
* Strong verbal and written communication skills including experience with public speaking and implementing social media strategies.
* Fluency with Microsoft Office software, and ability to learn how to work with online databases.
* Flexibility, sense of humor, and positive attitude are a plus.

**Physical Requirements**

Work is mostly done in an office setting but will often require traveling to offsite meetings and conducting site visits – then work requires driving and standing for long periods of time in addition to occasional hiking and paddling. Travel requirements range from 25 to 50 percent. Employee must be able to work under pressure, tight deadlines, and work overtime when necessary.

**Compensation and How to Apply**

Compensation for this position includes a competitive salary and an excellent benefits package. Interested candidates should email or mail a cover letter and resume to:

Ray Goodreau

Turner Foundation

133 Luckie Street, 2nd Floor

Atlanta, GA 30303

[rayg@turnerfoundation.org](mailto:rayg@turnerfoundation.org)

**Applications must be received by November 11, 2016.**

***No phone calls please.***