

**Program Associate**  
**David and Lucile Packard Foundation**  
**Los Altos, California**

The David and Lucile Packard Foundation is actively recruiting a Program Associate (PA) for the Population and Reproductive Health (PRH) program.

The ideal candidate will possess a deep commitment to the values and the mission of the Packard Foundation and goals of the PRH program. Candidates must be highly organized and efficient, flexible yet thorough, and able to manage multiple tasks efficiently while working in a fast paced team environment.

**About the Foundation**

The David and Lucile Packard Foundation is a family foundation that is guided by the enduring business philosophy and personal values of Lucile and David Packard, who helped found one of the world's leading technology companies. Their approach to business and community participation has guided our philanthropy for nearly 50 years. Today, their children and grandchildren continue to help guide the work of the Foundation. The Foundation makes grants at the local, state, national, and international level.

The Foundation works on the issues their founders cared about most, which are:

- Improving the lives of children
- Enabling the creative pursuit of science
- Advancing reproductive health
- Conserving and restoring the earth's natural systems

A staff of 100 conducts the day-to-day operations of the Foundation and a Board of Trustees oversees the work of the Foundation. David and Lucile Packard passed onto the Foundation the following core set of values: integrity, respect for all people, belief in individual leadership, commitment to effectiveness, and the capacity to think big.

The PRH program funds innovative work that addresses population growth and promotes positive reproductive health. The PRH program has two goals: 1) slow the high rate of population growth in high fertility areas to contribute to sustainable development and 2) enhance reproductive health and rights to improve quality of life. These goals are pursued within four subprograms: Global, the U.S., Sub-Saharan Africa, and South Asia. The PRH Program has an annual grants budget of approximately \$30 million. Please see the Foundation's Web site for more information about the Foundation and the PRH Program.

There are 11 motivated and committed people supporting the PRH program in Los Altos—the director, executive assistant, operations manager, three program officers, three program associates, and two research analysts. In addition, there are technical support teams in Ethiopia, India, and Pakistan.

**Position Responsibilities**

Program Associates report to the Program Operations Manager. The position will include, but not be limited to grantmaking and administrative support for the South Asia subprogram, the PRH program, and the Foundation.

Grantmaking and administrative support for the South Asia subprogram:

- Create and maintain grant records using SharePoint and the grants management software program GIFTS
- Monitor grants for Foundation and program requirements

- Respond to written and phone inquiries, providing courteous, helpful, and responsive communications to grant applicants, grant recipients, and others who contact the Foundation
- Work closely with other Foundation departments including Grantmaking Operations, Legal, and the Controller's office to stay up to date on grantmaking policies and processes
- Provide administrative support, communicating effectively and in a timely manner, to the program officer and the country teams in India and Pakistan
- Coordinate and support meetings, international conference calls, and international travel
- Compose and edit documents
- Act as liaison with grantees and colleagues for the subprogram program officer
- Other duties or projects as assigned

Grantmaking and administrative support for the program and Foundation:

- Provide PRH team members and others at the Foundation grantmaking and administrative assistance and backup as needed
- Join, support, attend, and contribute to program and Foundation teams, meetings, and events
- As part of the PRH PA team, share responsibilities for program administrative tasks. For example, monitor PRH program email account, and process complex expense reports
- Compose and edit correspondence, program guidelines, and other documents.

### **Knowledge, Skills, and Abilities**

- BA/BS degree or equivalent education and experience
- Minimum 3-5 years administrative experience in positions directly applicable to the requirements of this position
- Effective written and verbal communication skills; excellent grammar and proofreading skills
- Demonstrated skills and experience interacting with others in a professional, courteous, and tactful manner across diverse cultures and backgrounds
- Excellent computer skills, including strong experience and knowledge of Outlook, Word, Excel, and SharePoint
- Initiative and ability to handle multiple priorities; independently manage and prioritize own time, anticipate information needed by others
- Demonstrated ability to learn quickly and complete tasks on time with consistency and accuracy
- Persistent in a professional, courteous, and tactful manner as required using excellent judgment and skill
- A sense of humor and ability to demonstrate grace under pressure are highly valued
- Willing to work overtime when occasionally required
- Experience working in an international context or within the development sector is a plus
- Willingness to travel internationally if and when required

### **Physical Demands**

Candidate must have the ability to communicate via voice telephone, read and understand written communication, and generate written communication manually and using a computer. Candidate must also have the ability to sit at a desk for 2-3 hours at a time, lift and move documents, and supplies not to exceed 25 lbs., and bend to file and retrieve documents.

### **Benefits and Compensation**

We offer an excellent benefits package and a salary that is commensurate with experience. The salary range is \$45,000 (Minimum); \$56,000 (Midpoint); and \$67,000 (Maximum). The position is located in Los Altos, CA. The position is full-time and nonexempt.