

evelyn & walter HAAS JR. fund

Program Associate

Position Description

May 2026

The Evelyn and Walter Haas, Jr. Fund works to advance equality and justice so every person can thrive and live life with dignity and hope. Rooted in the Bay Area, the Haas, Jr. Fund is guided by an enduring set of core values. These values reflect the founders' vision and shape everything we do.

- **Inclusion:** We celebrate the rich differences in human identity and embrace the perspectives of all people.
- **Respect:** We are guided by the wisdom and voices of people and communities working for change.
- **Collaboration:** We believe in the transformative power of working together to advance a shared vision.
- **Courage:** We take a stand to make a deep and lasting difference on urgent social issues.

About the Evelyn and Walter Haas, Jr. Fund

The Haas, Jr. Fund focuses on a set of issues confronting California and our Bay Area community. Our priorities include building a fairer, more representative democracy in California; advancing more humane approaches to immigration and expanding opportunities for immigrant youth and families; and making higher education more affordable for lower-income California students.

Located in downtown San Francisco, the Haas, Jr. Fund has a full-time staff of 15 and assets of approximately \$500 million. Since its founding in 1953, the Fund has awarded more than \$769 million in grants. For more information, visit us online at www.haasjr.org.

The Haas, Jr. Fund aspires to build an organizational culture that is inclusive, values-driven, and grounded in care for one another and the communities we serve. We believe deeply in our staff members, value staff learning, and look for ways to support growth over time. We work together to lift up good ideas and diverse perspectives, and we bring passion, gratitude, and a shared sense of responsibility to the opportunity to make a positive difference in people's lives.

Position Summary

The Program Associate is a member of the Program team and provides primary administrative, grants management, research coordination, and day-to-day program support for the College Success Program. This is a full-time, non-exempt hourly position based in San Francisco, California.

The Program Associate works closely with and reports to the College Success Program Director. The position also provides support to Program Directors and the Vice President of Programs. Senior program staff may provide direction on specific projects or areas of work, coordinated through the College Success Program Director.

The role requires careful attention to detail, reliable follow-through, discretion in handling confidential information, and the ability to communicate and coordinate effectively with colleagues, grantees, funding partners, and external organizations.

The Program Associate supports established grantmaking processes, timelines, records, and materials so that work moves forward accurately, clearly, and on time. Special research projects requested by additional staff will be coordinated through the College Success Program Director.

The Program Associate and College Success Program Director will regularly discuss priorities, workload, progress, outcomes, and opportunities for continued learning in the role.

Responsibilities

Grantmaking and Program Support

The Program Associate provides administrative and grants management support for established grantmaking processes. Responsibilities include:

- Supporting the grantmaking process, including application materials, budgets, grant agreements, award letters, reports, payments, and related records.
- Entering, maintaining, and updating accurate grant information in the grants management database.
- Tracking grants against approved objectives, timelines, budget allocations, reporting requirements, and payment schedules.
- Reviewing and summarizing grantee reports and contributing to grant write-ups and related materials.
- Checking grant applications, budgets, reports, and supporting documents for completeness, accuracy, and timeliness.
- Coordinating the renewal of small grants and annual memberships.
- Providing responsive and respectful support to grantseekers, grantees, funding partners, and other external constituents.
- Supporting select community initiatives through correspondence, research, coordination, and analysis.
- Following grantmaking policies, procedures, and internal expectations.

Research, Analysis, and Learning

The Program Associate helps gather, organize, and summarize information that supports the Program team's work. Responsibilities include:

- Conducting research, organizing information, and preparing clear summaries of findings for program staff.
- Supporting special projects requested by Program Directors, the Vice President of Programs, and the President, as coordinated through the College Success Program Director.
- Attending Bay Area conferences, meetings, and convenings on behalf of the Program Department, and preparing summary reports or follow-up notes.
- Helping organize information that supports program learning, planning, and reflection.

Communications Support

The Program Associate helps prepare materials for board and audit review and internal use. Responsibilities include:

- Helping create, edit, assemble, and organize board docket materials.
- Drafting correspondence and supporting written communications as needed.
- Organizing grant schedules, reports, research, records, and related materials.
- Supporting clear and timely communication across the Program team and with internal and external partners.

Administrative, Project, and Coordination Support

The Program Associate provides reliable administrative and coordination support that helps the Program team stay organized. Responsibilities include:

- Supporting the day-to-day work of Program Directors.
- Managing meeting requests, scheduling appointments, and helping coordinate calendars.
- Organizing meetings, convenings, and other events.
- Providing project coordination and project management support for program-related work, including organizing materials, tracking timelines and follow-up items, taking notes or minutes at meetings, and helping keep program staff informed of next steps.
- Handling phone, mail, and email communications with professionalism and care.
- Providing back-up coverage for other Program Associates and administrative staff as needed.
- Collaborating with other programs and the communications team on shared projects, special initiatives, and cross-programmatic events.

Information and Database Management

The Program Associate helps maintain accurate and accessible information that supports grantmaking, reporting, and organizational records. Responsibilities include:

- Using GivingData to create, monitor, manage, and review grant information.
- Supporting accurate and timely coding, data entry, reporting, and recordkeeping.

- Tracking the progress, completeness, and accuracy of grant proposals, agreements, payments, reports, and budgets.
- Generating reports from databases and organizing information for internal and external use.
- Coordinating grants management system improvements with contractors.
- Supporting staff learning and effective use of the grants management system.
- Helping maintain historical records of grantmaking and impact, as well as tracking relevant external policy and systems changes.

Other Related Duties

This position description is intended to provide a general overview of the role and should not be understood as an exhaustive list of all responsibilities, duties, or requirements. The position may evolve over time, and the Program Associate may be assigned other related duties as needed at the discretion of management.

Skills and Qualifications

Required

- Four years of administrative experience, ideally within a mission-driven, nonprofit, or philanthropic organization.
- Bachelor of Arts or Bachelor of Science degree.
- Demonstrated commitment to positive social change and alignment with the Haas, Jr. Fund's mission.
- Integrity, good judgment, and care in handling sensitive and confidential matters and following established processes.
- Strong technology skills, including advanced proficiency in Microsoft Office, particularly Excel, Word, and PowerPoint. Experience with Canva, Expensify, GivingData, and Egnyte is a plus.
- Strong interpersonal and communication skills, with the ability to build respectful and effective working relationships across staff, grantees, funding partners, and external constituents.
- Strong organizational and follow-through skills, with close attention to detail and the ability to track timelines, materials, and multiple priorities.
- Ability to support more than one director while staying organized, responsive, and clear about priorities.
- A proactive, resourceful, and adaptable approach to completing work, asking questions, and escalating issues appropriately.
- Ability to anticipate routine needs, work efficiently, and partner well with colleagues in a dynamic environment.
- Effective emotional intelligence and cultural competency, with demonstrated sensitivity to diverse backgrounds, experiences, and perspectives.
- Experience contributing to cross-departmental collaboration and a positive, supportive workplace culture.

Salary and Benefits

The Haas, Jr. Fund offers competitive pay and a comprehensive benefits package. The pay range for this full-time, non-exempt hourly position is the annualized equivalent of \$71,214 to \$106,860 (\$36.52/hr. to \$54.80/hr.), depending on experience, credentials, and industry-related knowledge.

Benefits include comprehensive medical, dental, and vision plans; paid time off and holidays; a generous employer-funded 401(a) retirement plan with no employee contribution required; a mass transit subsidy; a monthly communications stipend; and, after one year of service, volunteering and matching grant support.

The Haas, Jr. Fund operates under a hybrid work policy that requires employees to work from the downtown San Francisco office two days each week, along with participation in organization-wide events. From time to time, additional in-person presence may be requested based on team or project needs beyond the two days each week.

This position is based in San Francisco, California. Candidates must reside in the San Francisco Bay Area. There is no relocation assistance for this position.

To Apply

Please email a cover letter, resume, and a list of three references to hr@haasjr.org. Candidates will be notified in advance before any references are contacted.

Please use the subject line: **Program Associate**

Submit PDF files only, ideally as one combined document. Applications will be reviewed on a rolling basis until the position is filled.

Please note: We are only able to consider applications that include a cover letter. No search firms, please.