



Job Description – Program Associate, GreenLight Fund Cincinnati

Application Guidelines:

Interested candidates should submit a resume and one-page cover letter as a single PDF file (file name: FirstName_LastName.pdf) via e-mail to info@greenlightfund.org with the subject, "Cincinnati Program Associate." In your cover letter, please indicate how you heard of this opportunity.

Organization Overview:

The GreenLight Fund is a national 501(c)(3) organization that brings innovative approaches to make measurable social impact in our communities. We work in a growing network of cities to help transform the lives of low-income children, youth and families who live in high poverty areas by importing high-performing, innovative nonprofits that have proven results in other communities.

GreenLight was founded in Boston in 2004 and now also operates in Philadelphia, the San Francisco Bay Area, Cincinnati and Detroit, with plans to launch a Charlotte site in 2017 and continue growth in new locations. Collectively in 2015, organizations in the GreenLight Fund portfolio across our sites reached more than 60,000 children and families with proven, life-changing programs. Learn more here: www.greenlightfund.org.

Position Overview:

GreenLight Fund Cincinnati seeks an energetic, organized and talented Associate to support all aspects of strategy and operations. The Associate will lead and support a diverse array of activities, ranging from research and diligence on key local issues and prospective portfolio organizations to event management and strategic communications. The Associate will report to the Executive Director of GreenLight's Cincinnati site and work collaboratively across the GreenLight Fund national network.

Responsibilities:

- Research and Diligence
 - Conduct research on current, relevant Cincinnati issues and priorities among low-income communities
 - Perform local landscape analysis including identifying and connecting with local experts and practitioners in priority issues
 - Conduct diligence on prospective portfolio organizations, including financial analysis and evaluation report analysis
 - Ensure all diligence is recorded in Salesforce database and shared across sites
 - Conduct broader research on field trends as needed
- Communications and Investor Relations
 - Maintain and contribute regularly to GreenLight Fund Cincinnati's blog, Twitter account and e-newsletter

- Assist with planning and management of portfolio organization launch events
- Support event sponsor outreach and follow-up
- Research potential supporters for GreenLight's events and fundraising efforts
- Write grant proposals and reports as needed
- Administration and Support
 - Lead planning and management of GreenLight Cincinnati summer interns and projects
 - Prepare materials for Selection Advisory Council reports and meetings and present diligence and research findings
 - Support scheduling and follow-up of key meetings in partnership with the ED
 - Perform data entry, including contact and file management
 - Maintain contact and development database in Salesforce
 - Support national team, as needed
 - Support portfolio organizations, as needed

Location

Cincinnati, Ohio

Qualifications:

- A deep commitment to improving the lives of Cincinnatians and an understanding of urban issues facing low-income communities
- Outstanding research, writing and communication skills
- Experience using CRM databases (e.g. Salesforce) and Microsoft Office
- Willingness to quickly learn and analyze new information
- Excited to work closely in a small team environment
- Ability to take initiative and think creatively
- Flexibility, humor and a passion for GreenLight's mission and the City of Cincinnati
- Bachelor's degree in a related field preferred

Compensation

A compensation package, including base salary and benefits, is available.

The GreenLight Fund is an equal opportunity employer. People of color are encouraged to apply.