



**Join our team!**

**Position: Associate, Racial Justice**

The Nathan Cummings Foundation seeks a highly motivated and dynamic individual to join our team as the Associate, Racial Justice (the Associate or ARJ). The Associate will contribute to the Foundation's mission and commitment to racial, economic, and environmental justice (REEJ).

We invite individuals passionate about supporting transformative change to apply by submitting a resume with an optional cover letter to [Ncf.Recruit@nathancummings.org](mailto:Ncf.Recruit@nathancummings.org). Kindly indicate where you saw this job posted (e.g., on LinkedIn, the company website, the job board, the referral, etc.).

Please consider sharing this opportunity with individuals who embody our values and align with the qualifications for this role.

Sincerely,  
The NCF Team

# THE NATHAN CUMMINGS FOUNDATION

## ASSOCIATE, RACIAL JUSTICE

### WHO WE ARE

The Nathan Cummings Foundation (NCF) is a multigenerational family foundation rooted in the Jewish tradition of social justice. NCF envisions a future where all people, in body and spirit, breathe freely, care for each other, and flourish in just, regenerative, and loving communities. We are guided by our [core values](#) of justice and equity, interdependence, learning and listening, courageous transformation, and integrity as we partner with social movements and organizations that have creative and catalytic solutions to NCF's interconnected goals of racial, economic, and environmental justice (REEJ).

### HOW WE COLLABORATE

At NCF, collaboration is the cornerstone of our culture. We actively cultivate a highly collaborative atmosphere centered on cross-departmental teamwork, with staff members participating in various organization-wide committees, working groups, task forces, and REEJ-specific solutions teams (learn more [HERE](#)). Our team embodies a collaborative, open, and inquisitive approach that encourages innovation, introspection, and creativity.

Our recently adopted [strategic plan](#) prioritizes, in part, using the totality of our assets to drive impact and strengthen our organizational culture. To that end, we seek to develop influential leaders and cultivate emotional intelligence within our staff to elevate individual/team performance and establish trust and credibility across the foundation.

### THE ROLE AND WORKING RELATIONSHIPS

The Associate, Racial Justice (the Associate) reports to the Chief Impact Officer and Senior Director of Racial Justice (CIO-SDRJ) and holds a vital role within the Grants and Partnerships (G&P) Team. The Racial Justice portfolio centers on civic engagement, racism, oppression, and the racial wealth gap. The Associate offers strategic partnership and support to the CIO-SDRJ and the Racial Justice Solutions Team. This includes supporting and deploying the foundation's assets to construct a portfolio designed to advance racial justice. The Associate also supports the management of the portfolio's assets, data, and key performance indicators and works with the CIO-SDRJ to implement the foundation's racial justice strategies.

### PRINCIPAL RESPONSIBILITIES:

#### **Grants Planning and Coordination**

- Support the development of the racial justice portfolio's strategy and annual plan, track docket schedules and budgets, and ensure that deadlines are met and budgets are on target.
- Manage workflow and logistics for internal and external meetings, develop agendas and meeting materials, and document related learnings in collaboration with the CIO-SRDJ.
- With the CIO-SRDJ, support the maintenance of the Racial Justice Solutions Team to enable cross-departmental collaboration on strategy development and to provide insights that inform the design of initiatives that advance racial justice and the foundation's broader commitment to REEJ.
- Provide daily operational support for the Racial Justice portfolio and the G&P Team, including drafting, proofreading, and editing correspondence and coordinating administrative functions with peer associates to ensure sufficient coverage of G&P Team tasks and assignments.

#### **Grants Administration, Monitoring, and Reporting**

- With the CIO-SRDJ, conduct meetings with potential and current grantee partners, monitor grants, and manage related G&P activities.
- Support the CIO-SRDJ with grant invitation management, which encompasses duplicating records, sending invites, and managing grantee partner access within the portal.
- Collaborate with the CIO-SDRJ to maintain grantee partner records for the foundation's grants database, ensuring completeness of grant files by handling report reviews, communications with grantee partners, budget discussions, notifications, docket preparation, and recommendations.

- Support portfolio management by monitoring grant reports, addressing modification requests, conducting initial proposal analyses (including financials), taking necessary actions, and keeping appropriate staff informed.
- Evaluate prospective grantee partners by reviewing portal applications and participating in exploratory meetings and special convenings.
- In collaboration with the CIO-SRDJ, support the creation of Diligence & Analysis (D&A) reports, sometimes known as Grant Recommendation Memos, and ensure final documents reflect the work of the relevant grantee partner.

### **Board Support**

- Collaborate with the Racial Justice Solutions Team, G&P Team, and other relevant teams to develop and edit board meeting materials, including presentations and board book documents.
- Respond to general inquiries from board members.

### **Leadership and Strategy**

- Provide targeted and strategic thought partnership to the CIO-SDRJ and all team members.
- Address challenges with innovative, sustainable solutions to drive tangible results.

### **Learning and Communications**

- Share learnings from peers, affinity groups, communities, partners, and others to help the foundation refine its approach to advancing REEJ.
- Participate in relevant affinity groups and remain current with trends in philanthropy and fields relevant to informing Racial Justice portfolio construction.
- Serve as a point of contact for relevant calls, emails, and visitors and be a general information resource for the team.
- Collaborate with the CIO-SRDJ and Communications Team in drafting, monitoring, and tracking Racial Justice grantee partner news and announcements to identify content to share with internal and external audiences.
- Demonstrate a proactive approach to align G&P communication efforts with the broader organizational communications strategy.

### **Project Management and Administration**

- Efficiently plan, execute, and oversee projects, ensuring alignment with related goals and timelines.
- Maintain organized records, prepare materials, and facilitate effective communication of relevant information.
- Manage time and workload and effectively employ the foundation's resources to meet project and administrative requirements.
- Participate in cross-department solution teams and other working groups.
- Perform other duties or special projects, such as those that may cut across other Foundation departments, including setup and cleanup of foundation-wide events and meetings.

### **QUALIFICATIONS:**

- Bachelor's degree required.
- Three or more years of applicable administrative and program support, and experience in the issue area.
- Ability to cultivate and foster productive relationships with external stakeholders and partners.
- Knowledge and understanding of philanthropy and social justice and a demonstrated commitment to racial equity and justice in alignment with NCF's pursuit of REEJ.
- Proven track record in aligning department functions with organizational mission and values.
- Highly adaptable and self-driven team player, fostering a safe and inclusive environment.
- Strong project management, organizational, and written and verbal communication skills, with strong attention to detail.
- Willingness to demonstrate a strong commitment to learning and improvement.

**SALARY RANGE:** \$69,000.00 – 82,000.00. At NCF, fairness and transparency shape our compensation. Salaries for all positions are evaluated by applicable qualifications and experience, leveraging data obtained through third-party benchmarking, aiming to fall close to the median salary range.

**LOCATION:** This remote position is open to candidates residing within the United States, aligning with our operating hours of 9:30am to 5:30pm Eastern Time. Please note, this role currently requires in-person organization days twice a month in New York City.

**AS AN NCF TEAM MEMBER, YOU WILL ENJOY:**

- **Health Care Plans:** We pay 100% of the health care premiums plans (medical, dental, and vision) for you and your dependents, effective on the first day of your first full month of employment.
- **Employer Retirement Plan:** We contribute 15% or more to your retirement plan whether you participate in our employee-contributed 403b plan with targeted fund options.
- **Parental Leave:** We provide 12 weeks of paid leave for new, birth, and non-birth parents.
- **Professional Growth:** After one year of employment with the foundation, we offer up to the IRS maximum allowance towards eligible tuition reimbursement, in addition to other professional development opportunities.
- **Paid time off:** We offer a competitive PTO package, in support of a healthy work-life balance, inclusive of 12-13 paid holidays, 10 Summer Fridays, and the last week in December off.

**COMMITMENT TO RACE EQUITY AND INCLUSION, AND EQUAL EMPLOYMENT:**

As a foundation focused on racial, economic, and environmental justice (REEJ) in our work and investments, we're deeply committed to diversity, equity, and inclusion. This commitment is reflected in how we work together internally and with our external partners. It's also reflected in how we hire. Regardless of how you identify, we encourage you to apply for this role if you meet most of the qualifications outlined above.

NCF provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of the individual's race or color, religion or creed, caste, national origin, alienage or citizenship status, sex (including pregnancy), gender identity or expression (including the use of preferred pronouns), sexual orientation, sexual and reproductive health decisions or decision making (of employees or their dependents), height, weight, marital or familial status, military or veteran status, caregiving circumstances, gender-based violence survivor status, credit or salary history, age, disability, genetic information or predisposing genetic characteristics, pre-employment arrest record, or any other characteristic protected by applicable law.

**CLASSIFICATION OF EMPLOYMENT:** This is an exempt position.