

## **Funders Concerned About AIDS (FCAA) Program Associate**

January 2016

Deadline: February 15, 2016

### **About FCAA:**

Founded in 1987, the FCAA mission is to mobilize the leadership, ideas, and resources of funders to eradicate the global HIV/AIDS pandemic and to address its social and economic dimensions. FCAA membership is comprised of U.S.- and E.U.-based private funders, including: The Bill & Melinda Gates Foundation, Ford Foundation, the M.A.C AIDS Fund, Elton John AIDS Foundation (U.S. and U.K.), Comic Relief, Aids Fonds, Levi Strauss Foundation and ViiV Healthcare, among others. This important community was responsible for disbursing \$618 million in support for global HIV/AIDS efforts in 2014.

### **Position:**

FCAA seeks an exceptional team player to join the staff as Program Associate. This position will work closely with the Executive Director and the Director of Operations to provide critical support for program, research and communications initiatives. The work includes analysis, writing, and organizing meetings and activities that relate to the work of HIV and AIDS grantmakers. Knowledge and interest in HIV and related social justice issues are a priority for this position. Currently FCAA is a small (2-person) staff which offers a dynamic and flexible work environment with opportunities for learning, innovation and advancement.

### **Core Responsibilities:**

#### *Program:*

- Help develop, research, and implement FCAA webinar and in-person convenings, including: speaker identification and outreach, logistical coordination, event marketing, and follow-up reporting/social media.

#### *Research/Communications:*

- Support FCAA's signature annual report on philanthropic funding for HIV/AIDS, including: managing a database of HIV/AIDS grants; developing familiarity with the taxonomy and overall grantmaking trends; support in developing and writing one-page reports, blogs, and other media content around key funding trends.
- Help develop content for regular FCAA communication platforms (newsletters, e-blasts, website, social media), membership outreach, and grant proposals.
- Serve as the staff "clearinghouse" of member organization knowledge, trends, and news.
- Prepare presentations, talking points, and research for speakers, FCAA staff and board as needed.

Administrative:

- Provide administrative support to Executive Director, including: overseeing the day-to-day admin duties of main office (mail, filing, etc.); update membership database; and grantwriting/fundraising administration (including thank you notes, grant tracking, etc.).

**Qualifications:**

- Ability to work & think independently as well as to take direction.
- Candidate must be self-motivated and focused, with experience & comfort working in a flexible, results-based style.
- Meticulously – even obsessively – detail-oriented, organized, and resourceful
- Bachelor's degree with 2+ years of relevant work experience.
- Interest, experience, or degree related to HIV/AIDS and/or philanthropy, preferred.
- Solid knowledge of Microsoft Office programs, web and social media platforms (Twitter, Wordpress, and/or Drupal), databases and spreadsheets

**Hours/Requirements:** Full time - 40 hours per week

This position will be located in our D.C. office; however, preferred candidates will need to be comfortable with a flexible, telecommuting work environment as their colleagues telecommute from Boston, Philadelphia, New York, and Spokane

**Salary:** 40-45,000 – based on experience

**Benefits Information:** The position includes a competitive salary commensurate with experience and a generous benefits package.

**Projected hire date:** ~ Early to mid-March 2016

**How to apply:**

Please submit a cover letter, resume and one page writing sample that demonstrate why you are the ideal candidate for this position **February 15, 2016 to:**

Funders Concerned About AIDS

Attn: Sarah Hamilton

E-mail: [sarah@fcaids.org](mailto:sarah@fcaids.org)

**ABSOLUTELY NO PHONE CALLS REGARDING THIS POSITION**

To learn more about Funders Concerned About AIDS, please visit:

<http://www.fcaids.org>