



CRIMSONBRIDGE FOUNDATION

Entrepreneurial Philanthropy for Breakthrough Impact

PROGRAM ASSOCIATE (EDUCATION)

ABOUT US: Founded in 2015, the [Crimsonbridge Foundation](http://www.crimsonbridge.org) is an endowed national private operating foundation dedicated to affecting positive social change through education, leadership, environmental sustainability, and nonprofit capacity building. In addition to grantmaking, our incredible team of community-focused professionals develop local, regional, and national programs and initiatives and provide technical assistance, communications support, and advisory services to various community partners. Learn more about our unique approach to philanthropy and grantmaking programs at www.crimsonbridge.org and www.leaderbridgedc.org.

THE POSITION: With the national expansion of our [Bridges for Schools](#) and [Education Imperative](#) programs, the Foundation seeks a dynamic and enthusiastic professional who has experience with Catholic education and is familiar with philanthropy and the nonprofit sector, for the new role of Program Associate (PA). Reporting to the Senior Program Officer, the PA must be willing to interact with and provide technical assistance to schools and dioceses and will shepherd schools and nonprofit partners through our proposal process. The PA will support the expansion of Foundation's work with Catholic schools, parishes, and dioceses to create welcoming and inclusive communities that engage Hispanic students and families, while increasing overall school and parish vitality. The PA will be an active and integral member of our team, contributing to the Foundation's programs and communications and ideally be bilingual in English and Spanish. Local candidates only.



DUTIES AND RESPONSIBILITIES:

- Support the implementation of a major, multi-year education initiative that includes working with Catholic schools, dioceses, and parishes to welcome and engage the Hispanic community.
- Facilitate the Bridges for Schools program and grant process and provide support to the Senior Program Officer in the strategic expansion and evaluation of the program.
- Conduct thorough, consistent, and meticulous grantmaking and related administrative duties.
- Review and assess funding requests (including budgets and financial statements) from grantees, including Catholic schools. Provide technical assistance to grantees as needed.



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- Build relationships with grantees and gather information about vision, goals, organizational capacity, and other factors relevant to funding decisions.
- Summarize grant recommendations, review final reports, and report on outcomes to assess the Crimsonbridge Foundation's impact. Make recommendations for program improvement.
- Provide support to the Senior Program Officer in designing and developing programs and presentations that support the Foundation's mission.
- Collaborate with other team members to create, edit, review, and publish content to the Crimsonbridge website, newsletter, and social media profiles (LinkedIn and X/Twitter).
- Represent the Foundation at site visits, community meetings, and relevant events.
- Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty. The requirements below represent the knowledge, skill, and/or ability required unless stated otherwise.

- Bachelor's degree with at least two years of full-time experience working with Catholic schools, nonprofits, foundations/philanthropy, associations, or other community-based institutions.
- Must have a passion for and belief in nonprofit community-driven work.
- Must have familiarity with and interest in Catholic education.
- Experience with Hispanic/Latino community outreach and engagement desired.
- Excellent writing (proofreading and editing), comfort with public speaking, and strong interpersonal communications skills in English are required. Spanish fluency (written and spoken) preferred.
- Strong analytical and critical thinking skills, with an understanding of nonprofit budget and finance and an ability to interpret and communicate data and statistics.
- Expertise in using Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint). Familiarity with MailChimp, Canva, LinkedIn, and Zoom a plus.
- Self-starter and self-sufficient. Takes initiative to present new ideas and problem-solve.
- Exceptional attention to detail, excellent organizational skills, and an ability to be flexible and manage multiple priorities.
- Respect privacy, maintain confidentiality, and exercise the highest level of discretion.
- Exercise grace, tact, and diplomacy in both internal and external settings.
- Ability to successfully work independently and within a dynamic team.

This is a full-time position in a hybrid work environment. Core availability hours are set between 9am – 5:30pm. The Crimsonbridge team currently works one day per week at the Foundation's private office (located in Chevy Chase, MD – not Metro accessible) and at approved remote locations the remainder of the week. The Foundation offers a generous benefits package (including medical, dental, retirement, and more) and a competitive salary commensurate with experience (\$55,000-\$65,000). Proof of complete COVID-19 vaccination is required.



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TO APPLY: Please email a **cover letter** explaining how your skills and background fit this position and a **resume** to office@crimsonbridge.org. Please refer to "PA position" in the subject line. No phone inquiries, please. Only local candidates within the Metropolitan DC area will be considered.

Cover letter? Yes, we read cover letters! Please feel free to include details related to your personal or professional experience with Catholic education and/or Hispanic/Latino family engagement.

What to expect during an interview with the Crimsonbridge Foundation: We look forward to hearing why you might be a good fit for this role! Interview questions could include:

- Tell us why you are interested in philanthropy and working at a Foundation.
- If you had to give a Catholic school three ideas for better marketing themselves to prospective families, what would those ideas be?
- In your experience, how do Catholic schools make families feel welcome? How might Catholic schools better welcome and engage all families? How might the diocese help?
- Tell us about a time you brokered a partnership or served as a resource connector.
- How would you use digital tools and social media to support this work?

The Crimsonbridge Foundation is an Equal Opportunity Employer. All correspondences will remain confidential.