THE 360 GROUP
EXPECT THE UNEXPECTED

Waverley Street Foundation

Program Associate – U.S. Programs

Position Description & Candidate Profile

Program Associate – U.S. Programs

Location
Hybrid role; minimum of three days per week in the San Francisco office is required

Reports to
A senior leader on the Programs team – either a Program or Senior Program Officer, Senior Manager, or Director based in the U.S.

Our Client
Waverley Street Foundation is turning imagination into reality by investing in community-driven programs that will help to grow better food, preserve farmland, get cleaner, more affordable energy, build smarter, more successful businesses, and cultivate a healing planet. The foundation's mission is driven by a powerful commitment to invest over $3 billion by 2035 for the deepest possible impact.

Waverley Street Foundation invests in innovative, scalable projects that are:

- **Focused:** Grantmaking centers on two impactful systems—energy and food—as essential to reducing pollution and enhancing well-being.
- **Impact-Oriented:** Commitment to advancing shared prosperity, reducing carbon pollution and improving community resilience by 2035.
- **Community-Driven:** Prioritizing community-centered solutions that strengthen local leadership and promote resilience.

Learn more about Waverley Street Foundation at https://www.waverleystreet.org/ !

Position Responsibilities
Waverley Street Foundation is an organization in the midst of growth and moving into a new phase of its grantmaking. The foundation is welcoming two new Program Associates - U.S. Programs to the team to help improve grantmaking processes, relationships and insights. One Program Associate will be focused on renewable agriculture in the Central Valley and New Mexico, while another Program Associate will be focused on renewable energy in the American South.

Each Program Associate will report to a senior leader on the Programs team – either a Program or Senior Program Officer, Senior Manager, or Director based in the U.S. The Program Associates will work across the organization and particularly closely with other program staff to ensure all grantmaking activities and projects run smoothly and meet expected deadlines. Their responsibilities range from conducting diligence on potential grants to contributing to strategic conversations around protocols and procedures.

Program Associates play an important project and knowledge management role to support the team and ease the implementation of grantmaking.

More specifically, the Program Associates will:

Administration and Project Management

- Contribute to conversations around protocols, and operational best practices around grantmaking
- Maintain program files, documents, and contracts
- Coordinate logistics for meetings, learning trips, and special events
- Develop and manage meeting notes, to-do lists, tasks, and action items to ensure team projects run smoothly
- Manage email inquiries and other general correspondence

Programmatic Due Diligence

- Maintain positive and productive partner and grantee relationships with a wide range of organizations and individuals
- Evaluate partner and grantee organizations in partnership with senior Programs staff
- Engage in ongoing research and analysis to develop grant recommendations to achieve program objectives
- Gather and analyze monitoring and evaluation data that will inform program impacts, gaps, and challenges in the program's strategy

Grantmaking Support

- Support senior Programs staff in drafting grant memos, pipeline information, and board materials, typically with a quick turnaround
- Draft other key communications for team members and external stakeholders
- Conduct research related to key topics to inform grantmaking and learning

Profile of the Successful Candidate

Waverley Street Foundation seeks candidates who embody an exceptional work ethic, showcasing prowess in managing competing priorities and a readiness to dive into challenges. Success in this role hinges on adaptability, cultural competency, interpersonal skills and research capacity. Program Associates exhibit organizational acumen, confidence, intelligence, and high productivity levels. Thriving in fast-paced and changing environments, they excel where standards are elevated, and tasks are expected to be completed promptly, efficiently, and accurately.

Program Associates excel in communication, demonstrating a keen eye for detail and an ability to write swiftly and with precision. Distilling complex material into relatable and digestible content is imperative, while reflecting the complexity and depth of the issues at

hand. Program Associates also typically have some content knowledge about the program area – in this case, renewable agriculture and renewable energy.

Program Associates are also adept in data analysis. A background in conducting due diligence is helpful, ensuring a thorough understanding of potential grants. Research proficiency is a key asset, allowing them to conduct in-depth analyses and contribute valuable insights to the decision-making process.

Program Associates are excellent teammates who can communicate internally and externally; they are skilled working across cultures and geographies (including working across time zones) and communicate effectively with diverse audiences and across countries. As collaborative team players, they excel in detail orientation, building relationships both internally and externally – and possess the skills to navigate complex organizational and workplace dynamics.

More specifically, the foundation seeks professionals who have:

- Two to three years in philanthropy, grantmaking, or a related field in a project management or administrative-heavy role
- Exceptional writing, editing, and content creation skills
- Demonstrated ability to synthesize information and distill complex ideas into clear, concise, and actionable forms
- Detailed, organized, and effective multi-tasker with an ability to follow instructions
- Strong due diligence, research, and data management skills
- Proven track record within complex, multi-stakeholder projects/organizations
- Skilled at building strong relationships and cultivating diverse networks
- Proficiency in Google Suite and CRM systems, coupled with a willingness to learn new applications and technologies
- Passionate about advancing transformative solutions that deliver positive outcomes for local communities
- Adaptable to changing needs of a small organization and accountable for deliverables
- Intellectually curious with an eagerness to stay current on news, research, and trends in their field
- Able to get things done, while always operating with unassailable integrity
- Willingness to pitch in where and when needed
- Having a good sense of humor and a spirit of joie de vivre

Start Timeframe

We seek to have someone in place in Fall 2026.

Compensation

These positions offer a competitive salary range of $85,000-$95,000, and include a comprehensive benefits package and a possible discretionary performance bonus. *We actively welcome all candidates from a wide range of backgrounds who have the skills to fulfill this role – regardless of compensation history.*

To Apply

All applications are held in strict confidence. Please submit your credentials and a letter of interest (specifically addressing your thoughts about supporting organizations working at the intersection of climate solutions and community priorities) through our private applicant portal to The 360 Group at:

https://the360group.us/portal/

Applications should be directed to the attention of Maureen Capitolo, Principal or Melissa Ulum, Of Counsel. Applications will be reviewed on a rolling basis. Earlier applicants may receive priority consideration. To be considered, The 360 Group encourages all interested candidates to submit their applications promptly, via the confidential applicant portal linked above.

At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our "North Star," we make diversity a hallmark of our firm, and all of our search engagements.

Learn more about The 360 Group at the360group.us.