

Program Associate

The Collaborative for Gender + Reproductive Equity (CGRE) cultivates new donors and raises new funds for game changing state-focused investments that advance gender, reproductive, and racial equity in the United States. CGRE provides funding to unite advocates across issue silos; defend gender, reproductive, and racial equity; and work towards a future where every person has the resources and autonomy to thrive. CGRE's Advisory Committee (AC) of funders learns together with field experts, amplifying the impact of their giving, and accelerating change in five-year increments. CGRE's approach focuses on three core areas of work: Judicial Strategy, Movement Power, and Majority Building. Since launching five years ago, CGRE has deployed over \$200 million in funding to grantee partners.

The Gender Equity Action Fund (GEAF) is an independent, aligned 501(c)(4) organization dedicated to advancing gender, reproductive, and racial equity through state-centered investments working with communities underrepresented in voter mobilization, policy change, and nonpartisan judicial efforts. GEAF is guided by a committed community of engaged donors and leading field experts who serve on its Advisory Board (AB), bringing together the expertise and passion needed to shape its impactful initiatives.

CGRE and GEAF, both fully virtual organizations, are fiscally sponsored by Rockefeller Philanthropy Advisors and the North Fund, respectively. Rockefeller Philanthropy Advisors, the 501(c)(3) fiscal sponsor for CGRE, is the hiring entity. Learn more at cgre.org and geaf.org.

The Role

The Program Associate (PA) ensures the effective implementation of programmatic and grantmaking strategies that deliver impact and advance gender, reproductive, and racial equity. The PA does not hold a direct grantmaking role but works collaboratively with the Chief of Programs to support and coordinate work across both CGRE + GEAF grantmaking strategies, playing a critical role supporting the internal functioning of the team, grantmaking processes, and data tracking. They also represent CGRE + GEAF at external meetings and workshops. This is a newly created, U.S.-based role that will require some travel.

Primary Responsibilities

- + Work closely with the Chief of Programs on all administrative aspects underpinning the smooth functioning of the grantmaking team and processes.
- + Coordinate work across CGRE + GEAF on behalf of the program team, working collaboratively with grants management, operations, and development teams.
- + Manage communication and engagement with fiscal sponsors and teammates to track and manage grantee proposals and reports.
- + Manage program team logistics, including scheduling program team meetings, tracking tasks and follow-ups, and serving as project manager on team-wide projects and deliverables.
- + Assist with virtual and in-person grantee convenings, learning sessions, and yearly “all grantee” briefing calls, including managing meeting and travel logistics, scheduling, and work with consultants.
- + Work closely with the Chief of Programs to manage programmatic budget, external consultants, and contracts, including working with consultants and fiscal sponsors to execute contracts and process invoices.
- + Collect grantee impact and progress stories and maintain a system for monitoring programmatic goals and outcomes.
- + Maintain and update program-related materials including landscape assessments, state roadmaps and profiles, and, engaging with the program team, stay abreast of changing dynamics in priority states, and emerging threats and opportunities across program areas.
- + Lead on relationships with Opportunity Fund grantees, participate in the review of proposals, and contribute recommendations for new partnerships.
- + Represent CGRE + GEAF in briefings, meetings, and webinars with grantee partners and report back key findings.
- + Support the development of written and visual materials for Advisory Committee and Advisory Board meetings, including funding recommendations and grantee impact summaries.

- + Be an active, collaborative, and supportive member of the 10-person CGRE + GEAF team, helping to practice organizational values and advancing organizational priorities.
- + Provide back-up support for other associates as needed.

Qualifications

- + Minimum of 3 years' relevant experience working in social change or reproductive rights, gender justice, or racial justice movements.
- + Deep commitment to reproductive, gender, and racial equity.
- + Experience incorporating a social justice lens into program strategies and practices.
- + A service-oriented mindset and a compassionate understanding of the challenges faced by our grantee partners.
- + Experience with daily program/project management functions within and across teams in a remote context.
- + Highly effective prioritization and organization skills that allow for independent management of multiple tasks and projects in a deadline-continuous environment.
- + Superlative attention to detail.
- + Strong written and verbal communications; practice in providing syntheses of issue-specific meetings, webinars and workshops.
- + Demonstrated ability to build trusting and caring relationships.
- + Proficiency with Google Suite and the ability to quickly adapt to new systems and technology platforms.
- + Knowledge of and experience with both 501(c)(3) and 501(c)(4) organizations required.
- + Ability to work effectively in a lean, fast-paced environment with a good sense of humor.
- + Sound judgment and integrity, adaptable and flexible.
- + Discretion and the ability to maintain the highest level of confidentiality with regard to the grantmaking, funding, and personnel matters of the organization.
- + Previous experience on a grantmaking team is helpful but not required.

Compensation + Benefits

Pay Range: \$65,000–\$80,000 salary per year. The range listed is one component of the total compensation package for employees.

The Program Associate will be employed by CGRE's fiscal sponsor, Rockefeller Philanthropy Advisors (RPA), and seconded to work on GEAF. RPA offers a competitive benefits package including health, dental, and vision coverage; 401(k) with up to 9% employer contribution; four weeks of vacation; and unlimited sick time. They must be able to work remotely within the U.S. and come equipped with virtual office tools, including the technology to support remote work. Work laptops and phones are required and provided. IT support, work-related upgrades, and web applications are provided as needed.

This is a U.S.-based role, reporting to the Chief of Programs who is based on the west coast. However, we encourage qualified candidates from across the U.S. to apply, as the position is fully virtual.

To Apply

To apply, please submit your resume and a cover letter that speaks to how your field-engagement and internal administrative experience has prepared you for the PA role as described above.

CGRE has a multi-step recruiting process that includes interviews with the recruiter, CGRE staff, and Chief of Programs, with a final interview with the Executive Director.

Please send application materials with the subject line: *Program Associate* to hire@cgre.org. Applicants applying by July 11, 2025 will be given priority consideration, with the position open until filled.

Rockefeller Philanthropy Advisors celebrates the uniqueness of our staff, our partners, and the communities we serve. We are committed to inclusion with the goal of cultivating a culture of belonging and acceptance. We strive to embed this value in our philanthropic work to advance a more just, equitable, and sustainable world. RPA is an equal opportunity employer.