Organizational Overview

The Allegheny Regional Asset District – RAD – invests in Allegheny County's quality of life through financial support of libraries, parks and trails, arts and cultural organizations, regional attractions, sports and civic facilities, and public transit.

With half of the proceeds from Allegheny County's additional one percent sales and use tax, RAD has invested more than $2.5 billion in our regional assets since its inception. An additional $2.5 billion has gone directly to the County and its 128 municipalities for property tax relief and local government services. RAD is a time-tested solution that works for the economy, for assets, for citizens, for municipalities – for all. **RAD works here. And you should too!**

RAD seeks a Program Associate to continue the goal of our grant programs of preserving, improving and developing Allegheny County's regional assets**.**

Summary

Working closely with the RAD team, the Program Associate serves as the liaison for regional assets and interested applicants. The successful candidate will be highly motivated, collaborative, deliberative, and congenial, with well-developed writing, communication, analytical, and organizational skills. This position entails independent and team work, and requires, above all, flexibility, precision, patience, efficiency, discretion, and a good sense of humor. The ability to review, summarize, and communicate (both orally and in writing) complex non-profit funding requests are hallmarks of this position.

Position Details

Key responsibilities and duties include, but are not limited to:

Working with Applicants

- Respond in a timely and respectful manner to inquiries from current and potential grantees.
- Provide support to current and potential grantees, ensuring eligibility, application, and reporting protocols are understood and executed.
- Participate in site visits and meetings to discuss and evaluate funding for prospective/current projects.
- Participate in grantees' public presentations on programs, including attendance at funded organizations' board meetings as assigned.
- Provide technical assistance to applicants as needed.

Reviews & Recommendations

- Review, analyze and summarize funding requests in writing.
- Review and approve payment request forms and supporting documentation for eligible costs within established program guidelines.
- Review audits for compliance and initiate appropriate corrective action if needed.
- Review and recommend revisions/updates to program guidelines, materials, processes, and procedures.
- Make initial recommendations on program applications for eligibility under established guidelines.

Reporting & Documenting

- Prepare and distribute contract documents and appendices for various programs.
- Prepare and maintain a complete list of open/active projects for regular follow-up and review.
- Prepare progress/accomplishment reports as requested.
- Input, maintain and retrieve data and reports from program databases.
- Work closely with staff in the preparation of annual budget books and reports.
- Perform other duties and tasks as assigned.

Typical Work Week

- 70-75% Computer facing: documentation, analysis, data entry, forms processing
- 15-20% Projects facing: research and reporting, meeting preparation
- 10-15% Asset Performance & Operations: site visits, both performance and operational

Qualifications

The ideal candidate will be self-motivated, highly organized, and detail-oriented with some experience working in the non-profit or grant-making sector. Demonstrated experience in or knowledge of government or foundation environments would be particularly valuable, though not always necessary.

Applicants should possess:

- Demonstrated work experience in nonprofit or government grantmaking and/or a Bachelor's degree in a field adjacent to RAD's funding mission. This may include fields such as finance, accounting, organizational behavior or business.
- Ability to spend extensive time in front of a computer inputting information and analyzing
- Excellent communication skills, both orally and in writing
- Proficiency in Microsoft Office tools, including Outlook, Word, Excel, and PowerPoint
- Knowledge of and ability to learn general database and technology applications
- General understanding of non-profit budgeting
- Great interpersonal skills and a polished, professional attitude
- The ability to multi-task, prioritize, work efficiently and effectively, and meet tight deadlines
- The ability to work both independently and collaboratively as part of a team in a small office environment
- A great sense of humor

Compensation and Advancement

This is a full-time, in-person position with a salary range starting at $55,000, negotiable depending on experience, and comprehensive benefits package including medical, dental, and vision insurance and general time-off benefits including holiday, vacation, personal, and sick days. Parking or transportation support will be provided. Optional remote work days could be made available after a probationary period.

Advancement opportunities may exist after an extended period of successful work.

To Apply:

Interested candidates should email a resume and cover letter describing your fit for the position and salary requirements to the Operations Director at ms@radworkshere.org. Include Program Associate in the subject of the email. Submission deadline is **February 7, 2025**. Position is currently available.

Allegheny Regional Asset District (RAD) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity, sex, national origin, disability, or protected veteran status.