



The Johnson Foundation at Wingspread is a private, operating foundation located on the shores of Lake Michigan in Racine, WI. The Foundation carefully designs and convenes meaningful conversations where those at the table are uniquely inspired to embark on new, well-informed paths forward to a better world. We advance meaningful change one issue, one meeting at a time through thoughtful, deliberative and respectful collaboration. We strive to embrace our core values of Passion, Respect, Innovation, Stewardship, Aspiration and Equity in all we do.

We are seeking a **Program Associate** to collaborate with community partners, Foundation staff, and outside consultants to implement programs that catalyze solutions using leading-edge convening models in a unique, world-class conference center. The Program Associate is responsible for working with partners to convene impactful meetings, reviewing and tracking conference proposals, evaluating conference outcomes, and assisting in the development of program-related research.

Essential Duties and Responsibilities include the following:

PROPOSAL MANAGEMENT:

- Reviews conference proposals and recommends viable conferences which meet the program guidelines.
- Researches various areas of interest as required to evaluate conference proposals and develop effective conferences.
- Develops and disseminates weekly status reports on conference proposals.
- Facilitates weekly proposal review meetings with the Program Team.

CONFERENCE DEVELOPMENT:

- Corresponds with conveners, making recommendations to program content, appropriate participant list, agenda and other materials ensuring that information is received with adequate lead time.
- Serves as host for the conference, greeting conferees, attending sessions, and dining with the group, as appropriate, maintaining contact with the conveners. In general, oversees the conference process.
- Manages the conference evaluation process, including sending surveys to conveners and compiling summary evaluation reports for review.
- Assists with the development of Community Briefings and non-profit capacity-building receptions.

PROGRAM RESEARCH:

- Collaborates with the Senior Director of Program and Strategy and Senior Program Officer on research that will further the aims of the Foundation's mission and program goals.

- Consults with the Senior Program Officer to develop, manage and convene conferences where specific interests of The Johnson Foundation (TJF) may be advanced.
- Participates in program strategy and development meetings, as needed.

ADDITIONAL DUTIES:

- Assists Communication and Engagement Manager with developing content for TJF website, social media and other communications.
- Performs administrative support for the Program Team as needed, including meeting scheduling.
- Handles inquiries about Foundation programs and policies, when appropriate.
- Represents TJF at community events.

Minimum requirements include at least two years of professional experience, including meeting design experience, and ability to work onsite. Engagement in the Racine community, experience with nonprofit organizations, and Master's degree in a related field is preferred. This position requires the ability to operate a computer and utilize relevant Foundation software, including Microsoft Office, Certain and Salesforce systems.

As part of a small team, you will have a willingness and ability to be flexible, to juggle multiple priorities, demonstrate strong project management skills, be results-oriented, collaborate well with a range of colleagues, and take initiative to complete projects and tasks. Culturally and racially diverse candidates encouraged to apply.

As a Full- Time employee, you will be eligible for a wide array of benefits, including health, dental, vision, 403(b) plan contribution, paid vacation and holidays (including the week between Christmas and the New Year), opportunities for professional development, and more!

If you have interest in being considered for this unique opportunity to play an important role in the mission of our organization, please submit a resume, cover letter and salary expectations to:

hr@johnsonfdn.org

The Johnson Foundation at Wingspread is an equal opportunity employer.