



## **Associate Program Director – Foundation**

The Once Upon a Time Foundation (OUAT) is a \$250 million foundation in Fort Worth, TX with three main areas of interest – community partnerships, health and medicine, and the Philanthropy Lab. The Foundation’s Associate Program Director will be responsible for helping with projects and grants in these various primary fields of interest.

Our community partnerships include orchestrating and processing grants within the arts and humanities, community affairs, education, and human services. Specifically, projects and grants may include but are not limited to the support of local museums, schools, and social welfare organizations.

Our health and medicine partnerships involve working with top research institutes and healthcare providers as well as leading doctors and medical professionals in their fields, both locally and across the nation. We work closely with experts to underwrite innovative research, medical and technological advancements at local hospitals, and general support. The Foundation recently made a \$10 million commitment to long-time partner UT Southwestern Medical Center allowing the institution to advance transformational research and clinical programs that have the potential to change the landscape of medicine. The Foundation also is in the middle of funding three \$1 million grants to the Johns Hopkins, Harvard, and University of Pennsylvania Medical Centers to study the use of social media data with psychiatry during counseling sessions.

While most of the Foundation’s grants and programming are private, the Philanthropy Lab is the team’s most publicly promoted and recognized initiative. The Philanthropy Lab is a national educational program focused on expanding philanthropy education at leading U.S. universities. Started in 2011, the Philanthropy Lab and its partner donors have given over \$12 million to build philanthropy education at over 30 major universities including Harvard, Stanford, Emory, Northwestern, and Columbia. The primary goal of the Philanthropy Lab is to ignite students’ interest and participation in philanthropy. If you are interested in learning more about the program, please visit our website: <https://www.thephilanthropylab.org/>.

To learn more about Once Upon a Time, visit our website: <https://onceuponatime.org/>.

**Be part of a dynamic program that forms long-term community partnerships, supports transformational research in the medical field, and instills the value of giving back in the next generation of leaders.**

### **Responsibilities**

The Foundation’s Associate Program Director is responsible for assisting in the administration of the current programs and future expansion of the Foundation’s grant-making. The role



entails a wide range of responsibilities, is dynamic and evolving, and involves coordination across a broad group of stakeholders including the Foundation's funder, community leaders and educators, medical researchers, the partner universities, and current and former students.

The Associate Program Director will be joining a team of 4-5 people who are ultimately responsible for supporting the President of OUAT with the broader work of the Foundation. This will be a full-time position of approximately 50 hours a week and may periodically include travel or events on the weekend. Flexibility in schedule is important.

**Specific responsibilities may include, but are not limited to:**

- Working with partner organizations and universities to administer the grants
- Writing grant letters to grant recipients and conducting the evaluation and analysis of previous and future grants
- Keeping the Foundation's funder updated on progress of various initiatives and any items of particular interest with different grantees
- Coordinating an annual gathering in Fort Worth in which the participating professors and program funder meet
- Organizing and facilitating our annual Ambassadors Conference in Dallas for course alumni from each of our partner universities
- Forming new partnerships and coordinating educational conferences at universities
- Assisting with the search for medical and education experts
- Coordinating in-kind donations program with local partners
- Identifying, developing, implementing, and evaluating various student and community engagement initiatives
- Coordinating community engagement initiatives with local organizations and schools
- Maintaining and updating the program's website
- Coordinating expansion to additional universities
- General Administrative Support, including maintaining financial records and creating annual board reports
- Completing one-off projects as necessary

**Qualifications**

- Bachelor's and/or Master's degree with strong academic performance.
- Job/internship experience in a nonprofit, foundation, or government office
- Ability to travel as needed
- Willingness to make a minimum two-year commitment to the position
- Participation in a Philanthropy Lab course is NOT required but could be helpful, and any current students in Philanthropy Lab courses will be given strong consideration



**Compensation**

Compensation will be increased up to 10% over current, depending on experience, plus full benefits.

**To Apply**

If you are interested in applying for this position, please submit your information to [hreese@talentarchitects.com](mailto:hreese@talentarchitects.com) or apply at: [http://www.talentarchitects.com/careers/?jobid=C1051058405%23IM%2B%26\)Bri](http://www.talentarchitects.com/careers/?jobid=C1051058405%23IM%2B%26)Bri)