Perigee Fund is a five-year-old philanthropic organization focused on early relationships between babies and primary caregivers. We work in the prenatal-to-age3 space. Our vision is to end intergenerational trauma through the power of early relationships. We work to embed supports for caregiver and infant mental health in family-serving policies and systems with an imperative to meet the unique needs of families affected by trauma, racism, and poverty. We also prioritize cash benefits that reduce poverty related stressors during pregnancy and early parenting. As a “spend down” philanthropy with less than 15 years remaining to maximize our impact, we primarily work through systems change.

With an annual budget of approximately $23 M across grants and operations, and a staff of eleven that works closely with an engaged founder, Perigee Fund invests in both Washington State and national efforts. Learn more at www.perigeefund.org

The Opportunity

The Perigee Program Team is currently composed of a Director of Programs and four Program Officers. The Program Team seeks to add a Program Coordinator to support the team as a whole, as well as the work of the individual members. This role involves approximately 67-75% project management and administrative coordination, and 25-33% playing a role in organizing, tracking, and synthesizing programmatic work. Most day-to-day activities are internal with occasional opportunities to provide excellent communication and customer service with grantees, consultants, and other partners. The skills and qualities that the eventual hire brings to the position will further shape the role. Our ideal candidate will be interested in serving for a minimum of three years (or longer), be motivated by Perigee’s mission, and derive professional satisfaction from playing an essential support role that will add needed capacity to the Program Team in order to maximize external mission impact for families.

Specific Responsibilities

Provide administrative coordination to program team and program officers

- Support scheduling and logistics for program team meetings
- Work with program officers to provide scheduling, planning, and logistics support for virtual meetings involving grantee cohorts, including occasional responsibility for administering webinars and electronic facilitation tools
- Work with program officers to provide scheduling, planning, and logistics support for occasional in-person meetings involving cohorts of grantees. Tasks include but are not limited to: Securing
space, set up and clean up, transporting materials, overseeing a welcoming registration process, setting up technology, and arranging food.

- Help program officers plan grantee site visits
- Send emails to grantees about meetings, track RSVPs, and answer logistical questions
- Assist program officers with using online survey tools to collect information from grantees
- Help program team proactively track and manage to key dates and deadlines throughout the year (e.g., schedule of grant review and recommendation meetings)
- Take notes during select meetings with ability to collect, synthesize, review, and succinctly present information, capturing key decisions/action steps
- Help program officers, grants, and program contract staff maintain complete files and records
- Track relevant conferences and funder meetings in Perigee's fields

**Organize, track, synthesize, and project manage programmatic work**

- Project manage timelines and steps for requests for proposals; track and share updates and help keep individual contributors on track
- Conduct and synthesize web research at program officer request
- Track and document movement of key legislation and appropriations issues of interest during legislative/Congressional sessions

**Highly desired depending on skills, experience, and qualifications**

- Conduct literature reviews and synthesis
- Watch and take notes during webinars, virtual conferences, and policy hearings when program officers are unable to attend
- Assist program officers with conducting light analysis of grant reports and descriptive data
- Occasionally contribute content to support Perigee Fund communications
- Assist with special projects and needs as assigned

**General responsibilities**

- Participate in grant review and recommendation discussions twice a month
- Cross-train as a super user in GivingData, Perigee’s new digital Grants Management System
- Serve as a collaborative liaison between the Program Team and Operations Team around grants and program contract management
- Contribute to the development of strong, efficient administrative systems and practices that enable all team members to work smarter
- Update and maintain organized files, records, and a system for tracking, monitoring, and prioritizing tasks in cloud-based shared access systems
- Attend and participate in Perigee Fund staff meetings, Program Team meetings, ad hoc meetings, and organizational retreats
- Actively commit to Perigee’s equity north star and participate in ongoing DEI efforts
**Knowledge, Skills, and Abilities of the Ideal Candidate**

- Bachelor’s degree or equivalent required. Lived experience related to the work is valued.
- Minimum 3-5 years relevant work experience, ideally that combines coordination and project management experience with philanthropy or social sector experience.
- Exceptional attention to detail a must.
- Capacity to work both as a team player and independently.
- Ability to adapt to and work collaboratively across colleagues who have different strengths, styles, and responsibilities.
- Strong written and verbal communication skills.
- Highly organized, efficient, and proactive with excellent follow-through on tasks.
- Ability to multitask, meet deadlines, and manage competing priorities, while balancing the need for flexibility in the face of unfolding and evolving scenarios.
- Experience working with racially and ethnically diverse colleagues and communities.
- Customer service orientation externally and internally.
- Ability to contribute to and maintain a positive work environment.
- Ability to exercise discretion and judgment in handling sensitive and/or confidential information.
- Receptive to feedback and demonstrated ability to learn from both challenges and successes.
- Familiarity with early childhood issues and systems a plus.

**Additional Details**

This position reports to the Director of Programs and works with all members of the Program Team.

The starting salary range is $75,000 - $85,000. An 80% FTE arrangement is possible, if desired, with a commensurate salary range of $60,000-$68,000. Most qualified candidates can expect to start in the middle of the range to allow for learning and growth in the role.

A comprehensive benefits package includes fully paid medical/dental/vision for the employee, 15 vacation days (increasing with tenure), 10 sick days, four wellness days, a one-week end of year office closure, Federal/state holidays, a 5% retirement match (increasing with tenure), professional development resources, and generous parental leave upon the arrival of a new child.

The position is based in Seattle. Perigee operates in a hybrid arrangement with staff working from the office Tuesdays and Thursdays. Staff may choose to work from home or office the other days. All staff must also remain flexible about attending occasional in-person special meetings regardless of day of week. The position will require occasional travel around Washington state to provide in-person meeting support.

To apply, please email a cover letter and resume to info@perigeefund.org.

*Perigee Fund is an equal opportunity employer and proudly values diversity.*

*Candidates of all backgrounds are encouraged to apply.*