HAROLD K.L. CASTLE FOUNDATION

Harold K.L. Castle Foundation
Job Announcement for
Program Associate
February 2022

Location:	Maunawili, Kailua, Hawaii
Reports to:	Vice President for Programs
Website:	www.castlefoundation.org

About the Harold K.L. Castle Foundation

The mission of the Harold K.L. Castle Foundation is: 1) to close the achievement gap in public and higher education so that all of Hawaii's children, regardless of their socioeconomic background, have access to and benefit from high-quality education, from prekindergarten through college, that prepares them for a successful future; 2) to restore Hawaii's nearshore marine life populations so that future generations can benefit and learn from this rich natural resource; 3) to build on the strengths of Windward Oahu communities through investments that support the region's rich cultural legacy, its youth and families, and its natural resources; and 4) to support a limited number of other unforeseen but compelling opportunities to make a big difference in Hawaii's future.

We achieve this mission through the use of our convening and field-building power and through an annual average of $7.5 million in grants and charitable contracts, which we see as investments—investments in ambitious, creative initiatives that deliver results by clearly making Hawaii a better place for its children, communities, and environment. Money for those investments comes from the Foundation's endowment, which was provided by the late Harold Kainalu Long Castle, owner of Kaneohe Ranch and a major figure in the shaping of Windward Oahu in the 20th century. Mr. Castle established the foundation in 1962. Governance is led by an all-volunteer board of directors who are highly experienced community leaders.

Our work is driven by eight key values:

- **Commitment** to having clear impact for a stronger, more resilient Hawaii
- **Integrity** in all we do
- **Respect** for each person as we work to serve Windward Oahu and all of Hawaii
- **Collaboration** for greatest possible impact
- **Transparency** for full accountability
- **Diversity** that draws on a variety of perspectives and backgrounds because this improves our ability to achieve our mission

Equity that ensures opportunity, dignity, and fairness for all, in an environment built on respect, reciprocity, and relationships—the three foundations of *kuleana*

Inclusion that builds a culture of belonging inside and outside the organization by actively inviting the contribution and participation of all people

Position Summary

The Program Associate will spend a majority of her/his time helping to advance the Foundation's education and community grantmaking efforts in Hawaii in the areas of college/career pathway strengthening both in Windward Oahu and across the state and ʻaina-based education in Windward Oahu. The Program Associate will support the Program Team through the management, maintenance and monitoring of active grants, grant agreements, reporting and support of grantees in evaluating ongoing projects. S/he would take the lead on a portfolio of smaller education and community grants that have already been approved but are still being implemented by grantees.

Her/his remaining time would be used to support better ways to clarify strategy and impact, monitor grants that fall outside of the Foundation's core areas of focus, and to help arrange grantee gatherings and learning sessions.

This position requires strong analytical abilities, attention to detail, the seeking out of new grantees, reviewing grant proposals, conducting due diligence and site visits, providing grant recommendations supported by thorough analysis, and working with numerous school and community partners.

As part of a small but dedicated staff with a large portfolio of work aimed at attaining big goals, s/he may also be asked to manage other projects and assignments.

Primary Responsibilities

Support the Vice President for Programs and the Senior Program Officer for Ocean and ʻAina Resilience with existing and new collaborative efforts in education and community grantmaking that include grantees, community leaders, foundations, public officials, and other partners.

Manage a sizeable portfolio of active grants, monitor grant agreements and reporting, and support grantees in tracking and evaluating ongoing projects while maintaining accurate and updated records in the Foundation's Fluxx grants database.

Provide guidance to current and prospective grantees in the preparation of grant proposals and narrative and financial grant reports via phone calls, emails, Zoom, or in-person meetings, whichever format is most appropriate.

Conduct in-person site visits primarily on Oahu but occasionally across the state to current and prospective grantees. Help to organize the convening of groups of grantees and other stakeholders to assess progress, share insights, and plan together.

Prepare and present memos, reports, and other materials for staff and Directors meetings, and assist other program team members with peer review during the due diligence process to evaluate grant proposals and assess organizational capacity to achieve proposed objectives. Assist in the preparation of communication materials that celebrate grantees' successes, clarify the Foundation's priorities and strategies, and share insights from our grantmaking and evaluation.

Qualifications

For Program Associate: 4+ years working to advance a social change mission in a nonprofit, business, and/or school system or government setting including 3+ years of related project management experience. A postsecondary degree or the equivalent work experience that added critical thinking, planning, and organizational skills.

Familiarity and experience is preferred with at least two of the following fields: 1) 'aina-based education; 2) closing public education achievement gaps in Hawaii; 3) helping Hawaii's low-income youth attain college degrees, industry certificates, and living-wage jobs; and 4) engaging diverse communities in Hawaii and advance those communities' priorities.

A record of developing consensus and school-nonprofit collaborations is a plus, along with a reputation in the community for integrity, thoughtfulness, hard work, and humility.

Demonstrated commitment to approachability, being of service, and seeing people and communities through a strengths-based perspective.

Over and above the demonstration in deed and in word of the Foundation's core values each day, the Program Associate will demonstrate or attain the following skills and characteristics that are expected of all program staff members at the foundation.

Facilitation. You are an active listener, you ask relevant follow-up questions that further group learning, you are able to navigate tension and unpredictability, and you are adept at creating spaces for diverse perspectives to be heard. You bring closure by summarizing key insights and next steps.

Learning orientation. We don't expect you to know everything, but we do expect you to be an eager and perceptive learner with a growth mindset, reading widely in your field, reaching out to those with more experience, using multiple types of data to assess progress, and sharing what you learn with the rest of your team. You are prepared to challenge your own assumptions and learn from your own mistakes as you think and act strategically. You are resilient and persistent in achieving meaningful outcomes.

Communication. You can speak and write clearly, succinctly, and persuasively. You have strong skills in listening to others with empathy.

Composure and judgement. You are practiced at staying calm and focused in the presence of tension. You can juggle fast-paced work and competing priorities while achieving meaningful results. You make fact-based decisions after listening to diverse perspectives.

Interpersonal ability. You value relationships and are able to build trust and goodwill with individuals across political, religious, cultural, economic, racial, and other differences. You are open to feedback and committed to ongoing self-improvement. You are humble and lead by example. You are able to take risks and make big bets when they are justified.

Organization and planning. You are a self-starter who stays on top of your work, can handle many moving parts with ease, and manages your time efficiently and productively. You are skilled in project management. You are able to meet deadlines.

Other important aspects of the job

The Program Associate needs to be comfortable working alongside people with whom they have disagreements; able to be transparent about their own thoughts and views while being open to other perceptions and approaches; and invested in building bridges and finding common ground.

The Program Associate must demonstrate her/his commitment to the belief that diversity of experiences and voices leads to better outcomes while demonstrating a consistent commitment to diversity, equity, and inclusion, both personally and professionally.

The position usually entails several trips to other Hawaii islands per year lasting 1-3 days. Hours are generally regular full-time, but nights and weekends may be required occasionally, including during travel. The position requires a current driver's license and use of a personal car to drive to some appointments.

Basic fluency or ability to learn is required in Microsoft Office, Fluxx, and several social media platforms.

The Harold K.L. Castle Foundation requires all staff to be fully vaccinated against COVID-19 (following CDC guidelines) since the role will require presence at in-person meetings.

Compensation

The salary range for this position is $75,000-$90,000 per year, commensurate with qualifications and experience, and includes a comprehensive benefits package.

About the Application Process

To apply, email a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to your references) to careers@castlefoundation.org on or before 5:00 p.m. HST on Friday, February 25, 2022. In your email, use the subject line: Program Associate. If the Foundation is interested in speaking with you, expect to be contacted within 30 days of submission.

To foster an open and impartial application review process that minimizes the potential for bias, please remove any reference to academic institutions from which you obtained any degree, if

applicable. You should list any degrees without reference to the school. Just simply list the type of degree conferred, for example: "Bachelor of Arts in Social Work."

Submit Microsoft Word or PDF files only (one combined PDF file is preferred).

Finalist candidates for this position will be required to answer questions by email or phone, participate in interviews, provide writing samples, and participate in an exercise that gives us a sense of how you analyze issues, work with others, and problem-solve. (As a condition of employment, background checks are completed post offer.)

Questions?
Contact Terry George, Harold K.L. Castle Foundation, tgeorge@castlefoundation.org. Please refrain from phone follow-ups. Thank you.

The Harold K.L. Castle Foundation is an equal opportunity employer that offers a respectful work environment free from discrimination and harassment. We strive to foster a diverse, equitable, and inclusive culture focused on continuous learning and welcome individuals with work and lived experiences in the issue areas and communities we seek to serve. The Foundation embraces and supports people of every race, color, religion, national origin, ancestry, age, sex (including gender identity or expression), sexual orientation, marital status, disability, arrest and court record, reproductive health decision, genetic information, domestic or sexual violence victim status, credit history, citizenship status, military/veterans status, or any other characteristic protected by law. Employment with the Foundation is at-will which means that either the employee or the Foundation may end the employment relationship at any time, with or without notice or cause.

The Foundation encourages all qualified applicants to apply.