

Program Associate, Modernizing Foreign Assistance Network (MFAN)

NVF Project Name: Modernizing Foreign Assistance Network (MFAN)

Position: Program Associate

Location: Washington, DC

Status: Full Time; Non-Exempt

Position Summary

The Modernizing Foreign Assistance Network (MFAN) is seeking a motivated individual who is interested in global development policy to join our team as the Program Associate. He/she will provide programmatic, event, and administrative support to the MFAN staff and network. In this highly visible role, he/she will gain valuable exposure to foreign assistance policy and advocacy, and will engage regularly with external stakeholders. This position reports to MFAN's Executive Director.

About MFAN

The Modernizing Foreign Assistance Network (MFAN) is a reform coalition composed of NGOs, think tanks, and international development and foreign policy experts. MFAN was created in 2008 to build upon the bipartisan consensus that has emerged over the last decade that the U.S. should play a leadership role in achieving economic growth and reducing poverty and suffering around the world, and that we can play this role more effectively, efficiently, and transparently.

Please visit MFAN's website for more information – www.modernizeaid.net

Essential Responsibilities and Tasks

- Programmatic support:
 - Coordinate meeting logistics
 - Assist in setting the agenda for staff and network meetings, including identifying key objectives to achieve
 - Synthesize meeting takeaways, including written notes, and determine follow-up actions
 - Attend community events, Congressional hearings/briefings, and report back to staff
 - Maintain the calendar for the MFAN Hub staff and leadership
 - Serve as main point of contact for all scheduling requests from partner organizations, U.S. government representatives, and other interested parties
- Event support:
 - Compile background information and draft talking points

- Serve as lead liaison with venues on event logistics
- Draft speaker invitations and thank-you notes
- Coordinate speakers'/panelists' schedules
- Manage RSVPs and assist in day-of logistics
- Administrative support:
 - Provide budget support, including invoice and reimbursement processing
 - Manage MFAN relationship with office manager and other office operations as needed
- Communications support:
 - Compile and send MFAN's daily news compilation
 - Assist with communications-related tasks as needed, such as website and blog updates, social media support, and newsletter content

Required Education, Experience, Knowledge, Skills and Ability

- Bachelor's Degree;
- Demonstrated interest in global development or international affairs;
- Previous work or internship experience, preferably in a non-profit setting;
- Experience with Capitol Hill a plus.

Skills & Attributes

- Superb organizational skills and ability to multi-task in a fast-paced environment;
 - Ability to work independently and in a small team-oriented environment.
 - Excellent written and verbal communications skills;
 - Professional demeanor and high level of comfort working with high-profile individuals from government, the non-profit sector, and the private sector;
 - Sense of humor and a self-starter.
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How to Apply

Please send a resume, cover letter, 2 references and a brief writing sample to mfanjob@gmail.com.

Salary is commensurate with experience. Benefits are competitive.

New Venture Fund Careers

MFAN is a project of the New Venture Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. The New Venture Fund is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.