Program Coordinator
Full-time, Chicago, IL or Washington, D.C.

About PACT
The Platform for Agriculture and Climate Transformation (PACT) is a collaborative philanthropic initiative that seeks to advance climate-smart and regenerative agriculture as a meaningful solution to the climate crisis. PACT works to scale effective climate solutions and support innovation where needed – bringing coordination and capacity to expand the impact of existing philanthropy, corporate commitments, policy advocacy, and individual farmer action. PACT deploys a wide array of tools, including grantmaking, coalition-building, and other forms of collaboration, to support federal and state policy, public-private partnerships, on-the-ground projects, new technologies, and innovative research to bring lasting science-based solutions to scale. To learn more, visit www.ag-climate.org.

Position Summary
The Program Coordinator position provides programmatic and grants administration support and conducts research and analysis to support PACT’s grantmaking processes. The position will also provide a broad range of administrative support for the Executive Director. The position will report to PACT’s Executive Director and will also work closely with the Program Officer on programmatic and grantmaking support and reporting.

Pay Range: $60,000 to $80,000. This represents the present low and high end of the pay range for this position. Actual pay will vary based on various factors, including but not limited to experience.

The Role
The Platform for Agriculture and Climate Transformation (PACT) seeks a Program Coordinator to:

Grants and Contracts Administration Support:
- Track and execute PACT’s grantmaking and contracting process, including:
  - Processing grant proposals, reports, contracts, and invoices/reimbursements from start to finish, accurately and efficiently,
- Assisting with conducting initial reviews and due diligence on grant proposals and contracts, which typically involves research, document review, and drafting assessments,
- Responding to nonprofit inquiries as needed and exercising judgement regarding managing deadlines and communicating any needs for additional information when they arise,
- Tracking grant start and end dates, due dates for deliverables and reports, and changes to grant and contract timelines and scopes of work. Ensuring team members and grantees are aware of upcoming deadlines.

- Prepare the PACT Team in advance of meetings with grantees, consultants, and partners to ensure the agenda is set, the time is scheduled, materials are circulated
- Take notes on calls or virtual meetings, and prepare follow-up communication, such as draft emails, as needed
- Review grantee progress reports and work with Program Team to determine if grant requirements have been met, including tracking data to identify cumulative outcomes.
- In partnership with PACT Team, plan, manage, and report on program budgets, including reconciling budget to actuals
- Complete other projects and assignments as needed

**Internal Support and Coordination**

- Schedule calls and meetings with internal and external partners as needed and handle logistics
- Manage the calendar of PACT’s Executive Director to ensure their time is used effectively
- Support the Executive Director’s work with PACT’s Advisory Committee, including preparing agendas and materials, managing meeting schedule and logistics, and responding to questions and requests
- Track and maintain PACT’s communications calendar, and coordinate the PACT Team to create and finalize content to meet deadlines
- Manage internal projects in collaboration with PACT staff, including creating the project plan and workflow and establishing new processes where needed
- Help to produce documents and presentations for internal and external audiences about PACT’s strategies, grantmaking, and progress
- Help coordinate and participate in PACT’s or grantees’ meetings, site visits, and retreats
- Complete other projects and assignments as needed

**Qualifications**

PACT is looking for a highly organized planner and self-starter who has experience creating and managing systems and processes that help a team work even more effectively together. The role requires self-direction combined with flexibility and a capacity to give and receive feedback graciously. PACT seeks to recruit individuals with
demonstrated capacity in positive interpersonal relationships, excellent written and verbal communication skills, and a proven ability to work effectively as part of a team.

The Program Coordinator should ideally possess the following professional qualifications:

- Passion for, and baseline knowledge of, social impact related to climate change and agriculture.
- Bachelor’s degree or equivalent.
- At least 2 years’ work experience in a research institution, nonprofit organization, or foundation (significant volunteer or internship roles count as relevant experience).
- Excellent written communication skills and experience in producing written products in a timely fashion for internal and external audiences.
- Proven skills at organization and time management.
- Demonstrated capacity to work as part of a team, as well as independently.
- Unquestionable ethics and personal integrity.
- Willingness to travel up to 10% of time.
- Willingness to work in an office 3-days per week with flexibility.

Personal Attributes that Support Success

- **Excellent communicator** who approaches work in a collaborative manner, with openness to provide and receive healthy feedback that fosters a positive and strong team dynamic
- **Strong service orientation** willing to help and provide support where needed and ability to operate with sensitivity to the needs of those you support, build strong relationships, and help make the work easier
- **Strong attention to detail** ensuring that documents are accurate, deadlines are met, and that processes are operating in service of team outcomes; ability to operate with a high degree of awareness of and appreciation for what might seem like “small” details
- **Proactive problem solver** who can anticipate and manage multiple moving pieces, identify potential challenges and roadblocks, and suggest solutions to keep work on track

PACT actively seeks to expand Diversity, Equity, and Inclusion within our organization and through our work. We encourage people of color and candidates with diverse backgrounds, experiences, and perspectives to apply.

**How to Apply:** Please send a resume and cover letter to info@ag-climate.org with a subject line “Program Coordinator.” Applications will be accepted on a rolling basis.

*PACT is a sponsored project of Rockefeller Philanthropy Advisors. Rockefeller Philanthropy Advisors offers a competitive compensation and benefits package including health coverage, retirement benefits, paid sick leave, vacation and holidays, tuition reimbursement and access to professional development resources. RPA is an equal opportunity employer.*