

Program Associate, Mathematical and Physical Sciences

Position Summary

The Program Associate supports grant administration and the development of new funding initiatives for the department of Mathematical and Physical Sciences. The Program Associate has a key role in the full life cycle of the grant-making process, including the review of Online Funding Inquiries and invited Full Proposals, as well as tracking grantee progress. The Program Associate will often be the first point of contact in the Foundation for grantees and new applicants within the area of Mathematical and Physical Sciences. The Program Associate will also be expected to help manage departmental correspondence, budgets, and logistics, and to conduct independent research projects in support of new strategic funding initiatives in both departments.

The ideal candidate for this role will have excellent organizational, analytical, problem-solving, and communication skills, both oral and written, with attention to details. Technical skills must include demonstrated competence in using Microsoft Word, Excel, and PowerPoint, as well as a working knowledge of Adobe Acrobat. Experience within a fast-paced office environment is preferred. A bachelor's degree is required, however a master's degree or higher in mathematics, physics, information science, or related areas is strongly preferred.

It is essential for the successful candidate to understand and support the Foundation's [mission](#) as a whole as well as Sir John Templeton's specific philanthropic intentions with regard to the mathematical and physical sciences.

To learn more about this opportunity and to apply, please visit www.templetoncareers.org.

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