The Rockefeller Foundation Jobs — Foundation Research Program Assistant — New York, NY, USA

Description

People exploring Rockefeller Foundation Jobs in New York, NY, USA can learn about the Foundation Research Program Assistant career path in philanthropic program and research coordination. Typical work includes summarizing project research materials, organizing initiative partner records, and tracking grant and research milestones. Useful strengths include nonprofit research, program coordination, and data synthesis, especially when accuracy and timely updates matter.

Responsibilities

- Summarizing project research materials.
- Organizing initiative partner records.
- Tracking grant and research milestones.

Qualifications

- Working familiarity with nonprofit research and program coordination.
- Comfortable with summarizing project research materials and checking details before handover.
- Able to prioritize assigned tasks and document work for the next team member.

Experience

Experience with nonprofit research through work, volunteer support, or projects is a useful foundation.

Skills

nonprofit research, program coordination, data synthesis, Foundation Research Program Assistant

Career Information

Explore The Rockefeller Foundation career and organization information to find current openings and application instructions.

Hiring organization
The Rockefeller Foundation

Employment Type

Industry
Nonprofit & Philanthropy

Job Location
New York, NY, United States

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November 18, 2026

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