

Brief Descriptions of the Central Team

U.S. Programs' grantmaking and operational functions are supported by a central team, housed in the Executive Director's office, that includes the Executive Office team, the Finance and Administration department, and the Grantmaking Operations department.

Executive Office team

This three-person team provides general administrative support to the Executive Director and Deputy Director as well as operational support to all of USP. This team is also responsible for overseeing office management for U.S. Programs.

The Executive Office team includes:

Jimmy Herrera, Executive Assistant to the Executive Director

Gladys Lopez, Executive Assistant

Orelida Hicks, Program Assistant for Administration

Finance and Administration

The Finance and Administration (F&A) Department for U.S. Programs was created in May 2009 to provide direct financial and administrative support and oversee the financial operations of the USP's budget.

F&A works closely with the Executive Director and the Deputy Director of U.S. Programs to develop the annual budget. F&A also works with fund and campaign Directors to develop procedures and create systems to improve processing of all financial matters. F&A tracks and monitors all administrative and program expenditures.

F&A staff report directly to OSI's Chief Financial Officer. F&A acts as USP's central liaison to OSI's Finance Department.

F&A staff include:

Elisabeth Williams, Manager

Victoria Choong, Administrative Coordinator

Aida Henriquez-Brown, Administrative Coordinator

Joe Moffrett, Administrative Coordinator

Grantmaking Operations

The department of Grantmaking Operations (GO) was created in May 2009 to support strategic grantmaking by U.S. Program's funds and campaigns and to support a culture of inquiry, reflection and on-going quality improvement amongst USP staff.

GO seeks to achieve this goal by (i) Developing/adjusting/implementing grantmaking and operational systems and work processes; (ii) Designing and providing capacity building and learning opportunities for USP staff; and (iii) Documenting program activities and strategies & developing a repository of grantmaking knowledge and best practices.

GO staff report to the Deputy Director of U.S. Programs. GO acts as USP's central liaison to OSI's Grants Management Department.

GO staff include:

Cristina Parnetti, Manager

Fei Chin, Administrative Coordinator

GO also supervises OSI's Head Librarian, Leigh Hallingby, and a part-time Administrative Assistant for Archiving & filing, Rochelle Rosenblum.