



All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select “Program Associate, Neighborhoods and Housing” to complete our online application process. Diversity candidates are strongly encouraged to apply. Equal Opportunity Employer.

Job Description

Title: Program Associate, Neighborhoods and Housing

Department: Programs

Reports To: Director, Neighborhoods and Housing

FLSA Classification: Exempt **FTE:** 1

Supervises: None

Position Summary:

The Program Associate works with the Director, Neighborhoods and Housing to advance the Foundation’s grant-making and change-making activities, strategies, and initiatives in the Neighborhoods and Housing program area. The Program Associate will coordinate and handle several administrative responsibilities, support grantmaking, build and maintain relationships with grantees, assist with research, convenings and other events.

The vision for the Neighborhoods and Housing strategy is that all residents of Greater Boston will have access to safe, affordable and decent homes in healthy, thriving neighborhoods. Residents will have increased options for renting and owning homes in all communities of Greater Boston. They will have supports to help them find affordable homes, keep their homes and increase their assets.

Essential Functions:

- Support the Program Director in developing, implementing and evaluating strategies and investments in the Neighborhoods and Housing program;
- Connect with grantees and community groups to stay informed of activities in the local communities;
- Manage calendars and appointments, prepare expense reports, book travel and lodging, and fulfill other administrative responsibilities as needed for the Neighborhoods and Housing team;
- Undertake special projects in collaboration with other departments as required, such as grants review for the Open Door Grants, conference/meeting support and coordination;
- Assist the Program Director in tracking and reporting on grantmaking activities, including special initiatives and funder collaborations;
- Conduct research and assist the Program Director as needed for strategy papers, memos and reports;

- Prepare various written materials on a timely basis, including draft correspondence, strategy updates, and other related materials;
- Track and complete the grant administration and grant monitoring process as delineated by the grants management team;
- Maintain department and strategy area contact information using Salesforce;
- Serve as liaison to internal and external partners in planning and implementing events and initiatives;
- Working closely with the Health and Wellness team area at TBF, be the liaison with grantees; help coordinate the *Health Starts at Home* initiative as well as other emerging initiatives;
- Take notes during project meetings to track and communicate discussion points and next steps;
- Work closely with the TBF communications and research teams on the report and forum for the Greater Boston Housing Report Card;
- Coordinate, with other TBF colleagues, all aspects of meetings, convenings, and other events, including coordinating attendee schedules, invitations, meeting preparation and logistics, note taking, set-up and clean-up; and
- Participates in various other Program Department activities as needed.

Other Duties and Responsibilities:

- Individuals assigned to this position may perform other duties as assigned.

Qualifications

Preparation, Knowledge, Previous Experience:

- Bachelors Degree required; and
- 3-5 years professional work experience, and
- Professional work experience in the community development, housing or related fields preferred.

Skills, Abilities, Competencies:

- Knowledge of Boston neighborhoods and housing and community development non-profits is preferred;
- Ability to manage multiple, simultaneous projects; organize and coordinate projects with multiple components;
- Attention to detail, including email communications and written materials;
- Work collaboratively and thoughtfully as part of the Neighborhoods and Housing and Program Department teams
- Excellent written and verbal communication skills;
- Computer skills utilizing Microsoft Office products. Skill with Excel and Power Point required;
- Understanding of and commitment to the Foundation's mission;
- Ability to work under the pressure of tight deadlines;
- A participative work style and the ability to receive feedback;
- Resourceful and able to work independently; and

- Mature interpersonal style, ability to interact well with a diverse range of people.

Working Conditions & Physical Demands:

- Ability to sit for long periods of time
- Ability to use a computer keyboard for extended periods of time
- Ability to lift and carry up to 25 pounds occasionally

The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.

This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.

Revised 10/2019

Title: Program Associate, Neighborhoods and Housing

Authorizing Signatures

Manager _____ Date _____

Manager's Manager _____ Date _____
(If not a Department Head)

Department Head _____ Date _____

Human Resources _____ Date _____

Revised 2-2018