



The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select “Senior Program Associate, Community Wealth” to complete our online application process.

Job Description

Title: Senior Program Associate, Community Wealth

Department: Program

Reports To: Associate Vice President of Community Wealth

FLSA Classification: Exempt **FTE:** 1

Supervises: None

Hybrid Schedule (subject to change): On-site Tuesdays and Thursdays and additional days during the week as needed. Remote usually on Mondays, Wednesdays, and Fridays. Schedule is dependent on business needs.

Position Budgeted: \$54,000.00 to \$60,000.00

Position Summary:

The Senior Program Associate, Community Wealth, will help further the goals and priorities of the Housing and Business Equity focus areas within the Community Wealth Pathway. This role will provide the administrative core for these focus areas, lead on project management of specific initiatives, coordinate activities related to forums and events for the team, and support other activities as part of the Housing and Business Equity team.

The Housing and Business Equity focus area within the Community Wealth Pathway may expand in the future. Should that occur, the reporting structure for this position may change.

Essential Functions:

- Provide project management support to the Housing and Business Equity areas of work - support research, content development and grantmaking.
 - Manage timelines, communications and logistics related to internal and external initiatives such as the Greater Boston Housing Report Card, the Massachusetts Coalition for Racial Equity in Housing, forums and events;
 - Be the primary liaison for consultants, non-profit partners, public agency partners and other stakeholders;
 - Work collaboratively with colleagues across all Boston Foundation departments to fulfill shared and individual responsibilities;
 - Draft briefing documents, meeting materials and meeting minutes/notes;
 - Conduct basic analysis and research for specific areas of work, including drafting PowerPoints, creating Excel spreadsheets and preparing memos;
 - Communicate grantmaking schedule and requirements with current and potential grantees;
 - Organize and track grantmaking for Housing and Business Equity, in coordination with the grants management team;
 - Liaison with finance department on any issues that may arise related to grants or grantees;
 - Prepare the requisite due diligence for grants using the established systems; and
 - Attend stakeholder, partner and grantee events and convenings as needed.

- Support forums and events and stakeholder activities.
 - Work closely with the Boston Foundation's (TBF) Events Operations team to monitor timelines, deliverables, and presenters for each event;
 - Work with the TBF Events Operations team to maintain and update lists of stakeholders and partners;
 - Liaison with TBF's Strategic Communications & Marketing team on media outreach efforts, including social and traditional media; and
 - Support the marketing and promotion of Housing and Business Equity events and convenings.

- Provide administrative and logistical support to the Housing and Business Equity teams in all aspects.
 - Schedule and coordinate meetings for the Associate Vice President, working groups, coalitions and community partners with agility and accuracy;
 - Respond to internal and external email and phone inquiries in a timely manner; and
 - Complete contractor request forms, invoicing forms and documentation, reimbursement requests for the team, and other activities in accordance with TBF internal practices and systems.

Other Duties and Responsibilities:

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

Qualifications:

Preparation, Knowledge, Previous Experience:

- 2+ years relevant experience managing diverse aspects of projects and/or initiatives, including timeline and workplan management; and
- Experience and expertise using MS Office applications, particularly PowerPoint, Excel and Word.

Skills, Abilities, Competencies:

- Superior and successful organizational skills;
- Strong attention to and commitment to detail in all aspects of the work;
- Strong quantitative skills and comfort working with numbers;
- Able to conduct small research projects;
- Able to organize and manage multiple simultaneous projects;
- Ability to manage and prioritize multiple, simultaneously project deadlines;
- Collaborative work style and team spirit;
- Mature interpersonal style, able to receive constructive feedback and interact well with a diverse range of people;
- Excellent written and verbal communication; and
- Curiosity, engagement and excitement about the organizations goals.

Working Conditions & Physical Demands:

- Ability to work in office and remotely as required;
- Must be able to get to the office for meetings;
- Ability to balance remote work with work in the office;
- Available for initial learning period that will primarily be in the office;
- Ability to sit for long periods of time; and
- Ability to use a keyboard for extended periods of time.

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 9/2024

