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 “Associate, Equality Fund” to complete our online application process.**

**Job Description**

**Title:** Associate, Equality Fund

**Department:** Philanthropy

**Reports To:** Executive Director, Equality Fund

**FLSA Classification:** Exempt  **FTE:** 1

**Supervises:** None

**Hybrid Schedule (subject to change):** In-person two days a week, generally Tuesdays and Thursdays. Remote work three days a week. Available for in-person community convenings and events as needed.

**Position Budgeted:** $55,000.00 to $60,000.00

**Position Summary:** The Associate works with the Executive Director

of the Equality Fund (EF) to advance strategies that protect and strengthen LGBTQ+ individuals,

families, and non-profit organizations across Greater Boston. As a key partner, the

Associate will join the Equality Fund at a pivotal moment of growth, coordinating a

robust body of work including grantmaking management, fundraising, knowledge management,

events, and communications. The Equality Fund sits within the Boston Foundation’s Philanthropy Group and works closely with all departments within the Boston Foundation.

**Essential Functions:**

### *Grantmaking Program Support & Implementation*

### Oversee EF’s grantmaking process, budget, and annual timeline;

### Coordinate review process, external communications, grantee reporting, and continuous improvement efforts;

### Act as a liaison to internal and external partners in implementing community events, convenings, and other initiatives in coordination with the Executive Director; and

### Oversee the maintenance and accuracy of grantee and community partner contacts within Salesforce.

### *Development & Fundraising Support*

### Ensure timely and accurate data tracking in Salesforce including contact records, activities, and pipeline and prospect management;

### Oversee the timeline and implementation of EF’s annual appeal;

### Coordinate donor acknowledgement and appreciation efforts with EF Executive Director and Philanthropy Group colleagues; and

### Schedule and coordinate leadership committees, working groups, and other development-related initiatives with a high degree of agility, accuracy, and flexibility.

### *Marketing & Communications*

* Create and maintain EF’s quarterly email newsletter and social media presence;
* Coordinate website updates with the Foundation’s Marketing and Communications Department; and
* Support the marketing and promotion of EF’s impact in collaboration with the EF Executive Director and the Foundation’s Marketing and Communications Department.

*Other Duties and Responsibilities:*

* Individuals assigned to this position may perform other duties as assigned

**Qualifications**

*Preparation, Knowledge, Previous Experience:*

* Two to four years of experience working in a professional setting; and
* Experience with nonprofit fundraising and/or programming.

*Skills, Abilities, Competencies:*

* Passion for the goals of the Equality Fund and familiarity of the needs facing Greater Boston’s LGBTQ+ community;
* Strong capacity to manage and coordinate simultaneous projects and successfully prioritize among multiple tasks within a fast-paced initiative;
* Strong attention to detail and cultural competency;
* Excellent written and verbal communication skills;
* Proficiency in Salesforce or other Customer Relations Management (CRM) platform preferred;
* Proactive, participative work style and the ability to receive and act on 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 work for long periods of time at a workstation;
* Ability to use a computer monitor and keyboard for long periods of time; and
* Ability to work onsite and remotely, as required.

**About the Equality Fund:** The Equality Fund at the Boston Foundation was established in 2012 to advance the equitable treatment of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) individuals and their families and support Greater Boston nonprofit organizations that serve and strengthen the LGBTQ+ community. The Equality Fund’s priorities are guided by an Advisory Committee of community members and allies who possess a depth and breadth of understanding about the most pressing issues affecting LGBTQ+ people today.  
  
The Equality Fund is the largest philanthropic fund exclusively dedicated to supporting the LGBTQ+ community in Massachusetts. The Fund is committed to investing in research, public forums and convenings, strategic partnerships, and grantmaking to nonprofit organizations that provide critical services to our diverse LGBTQ+ community. To-date, the Equality Fund has awarded nearly $2.9M in grants to over 100 LGBTQ+ serving non-profit institutions.

*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.*

*09/2025*