



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 “Assistant Director, Business Equity” to complete our online application process.

Job Description

Title: Assistant Director, Business Equity

Department: Programs

Reports To: Associate Vice President of Community Wealth

FLSA Classification: Exempt **FTE:** 1

Supervises: Co-supervises (with Director of Arts and Culture) 1 Program Associate

Hybrid Schedule (subject to change): On-site Tuesdays and Thursdays. Remote on Mondays, Wednesdays, and Fridays

Position Summary:

The Assistant Director, Business Equity, works with the Vice President and Chief Program Officer as well as the Associate Vice President of Community Wealth to develop, implement and evaluate the Foundation’s business equity strategies to foster strong and resilient local economies, innovation, entrepreneurship and business growth — with a particular focus on women and people of color.

The foundation’s business equity strategies include:

- Growing opportunities for entrepreneurs and small business owners
- Advocating for equity and opportunity while investing in stability and wealth creation through our unique role as a convener
- Strengthening relationships with small businesses and entrepreneurs, the public sector (state, city, municipalities), and grassroots and community-based organizations to minimize gentrification and sustain BIPOC small businesses and entrepreneurs.

As a key team member of the Community Wealth priority area, the Business Equity Assistant Director will coordinate and support the strategic direction and operations of the Business Equity Fund and help implement strategies and investments related to business equity - including grantmaking, research, convening, events, and handle other activities and administrative responsibilities, as required.

Essential Functions:

- Center racial equity in all aspects of the work;
- Work with Program and Community Wealth leadership on the development, implementation and evaluation of strategies and investments in business equity;
- Manage operations and key business relationships of the Business Equity Fund;
- Develop and maintain authentic and trusting relationships within the small business and entrepreneurship sectors, including with the business equity grantees, public sector and nonprofit partners, and other collaborators and community members;
- Manage external consultants engaged for business equity strategies, including development of scopes of work, regular meetings, and oversee deliverables;
- Develop and maintain a deep knowledge of current affairs relevant to business equity and economic opportunity in the local and national contexts, including the areas of funding, public policy and research;
- Participate in multi-directional teams of program and donor services colleagues on planning and fundraising for business equity;
- Fulfill all grantmaking responsibilities: completing the established due diligence, review, presentation and approval processes;
- Track and report on the goals and impact of grantmaking, special initiatives, and funder collaborations;
- Coordinate and manage research projects with internal and external research partners;
- Prepare various written materials on a timely basis, including grant proposal summaries, Board materials, correspondence, meeting minutes, strategy updates, reports, and memos;
- Undertake special projects, including coordinating and/or supporting conferences, forums, and meetings in collaboration with other departments as required;
- Participate in various Department and Foundation-wide activities as needed;
- Perform additional administrative tasks as required;
- Co-supervise, with the Director of Arts and Culture, the Program Associate for Community Wealth.

Other Duties and Responsibilities:

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

Qualifications

Preparation, Knowledge, Previous Experience:

- Bachelor's degree required, Master's preferred; and
- 4+ years of relevant working experience required.

Skills, Abilities, Competencies:

- Understanding of the Foundation's mission and commitment to values of diversity, equity and inclusion;

- Deep understanding of economic opportunity for residents of BIPOC communities, including BIPOC entrepreneurship and small businesses;
- Hands-on experience in project management of projects with varying complexity;
- Highly detail-oriented;
- Demonstrated ability to work as part of a team;
- Ability to manage the demands of a fast-paced and highly productive workplace;
- Demonstrated skills in planning, organizing and implementing complex activities;
- Knowledge and experience with financial analysis and budgeting;
- Excellent interpersonal, written and verbal communication skills, with the ability to serve as an external voice for the work of the Boston Foundation;
- Demonstrated success managing teams, including the supervision and evaluation of staff and consultants;
- A creative thinker with strong problem-solving skills;
- A participative work style and the ability to give and receive constructive feedback;
- Resourceful, a self-starter and able to work independently;
- Mature interpersonal style, with the ability to interact well with a diverse range of colleagues and community members;
- Strong computer skills, including knowledge and ease with Microsoft Word, Excel, Power Point and Salesforce; ability to learn new applications and programs.

Working Conditions & Physical Demands:

- Ability to work in a hybrid work environment – both in the office/on site and remotely;
- 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 10 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 7-2023