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](https://www.tbf.org/who-we-are/careers) and select “Director, The Greater Boston Partnership to Close the Racial Wealth Gap” to complete our online application process.

**Job Description**

**Title:** Director, The Greater Boston Partnership to Close the Racial Wealth Gap  
**Department:** Office of the President  
**Reports To:** Vice President and Special Assistant to the President  
**FLSA Classification:** Exempt  
**FTE:** 1  
**Supervises:** 1: Assistant Director  

**Hybrid Schedule (subject to change):** 3 days on-site, typically Tuesday through Thursday, but may be needed on other days. Remote typically Monday and Friday.

**Position Summary:**  
Reporting to the Vice President and Special Assistant to the President, the Director will lead the Boston Foundation’s strategic initiatives to close racial wealth gaps in Greater Boston. This includes the Greater Boston Partnership to Close the Racial Wealth Gap. The Partnership is a 40-member cross-sector leadership organization convened by the Boston Foundation whose purpose is to increase wealth for people of color in Greater Boston through homeownership--because homeownership is the largest component of family and individual wealth in America.

The Director will inform, advise and oversee the coordination of the Partnership’s agenda in close collaboration with internal and external stakeholders, including the Foundation’s senior
management team. They will advance the work of the Partnership and build momentum for integral policy, research, communication and programming initiatives. The Director will also work across the Foundation to connect the Wealth Gap Partnership’s work and future strategic initiatives to close racial wealth gaps with other core wealth building strategies at the Boston Foundation and across the communities we serve.

Essential Functions:

- Oversee the work of and serve as a thought leader for the Greater Boston Partnership to Close the Racial Wealth Gap in collaboration with internal and external stakeholders;
- Coordinate and drive the Partnership’s efforts to close racial wealth gaps through homeownership by identifying up to date expertise and knowledge on racial wealth gaps in Massachusetts, including historical and existing factors that have resulted in inequitable homeownership outcomes;
- Identify existing and emerging research, policy measures and homeownership programs for the Partnership’s consideration and support;
- Inform and help lead the Foundation’s civic leadership agenda to close racial wealth gaps in Massachusetts in collaboration with others doing related work at the Foundation and in the communities we serve;
- Develop short and long-term budgets and work plans;
- Collaborate with Foundation development staff to cultivate, solicit and steward financial support for the Partnership and other wealth equity related initiatives; and
- Collaborate with the Foundation’s Communications and Public Affairs Office on opportunities to promote the Foundation’s leadership of the Partnership, the work of the Partnership and the Foundation’s efforts to create a more equitable Boston.

Other Duties and Responsibilities:

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

Qualifications

Preparation, Knowledge, Previous Experience:

- Experience in equity analysis, programs and policies that promote growth in equity;
- Knowledgeable of equity-related issues, legislation, programs and best practices in housing and homeownership; and
Deep understanding of housing, land use as well as planning practices and policies that have resulted in inequitable outcomes.

**Skills, Abilities, Competencies:**
- The ability to analyze complex organizational, political, and community dynamics;
- Demonstrated ability to think and execute strategically within the context of broader organizational objectives;
- Ability and experience to develop partnerships with diverse organizations in all sectors and leading a broad coalition through collective action;
- Strong project management and reporting skills and a high level of organization and attention to detail;
- Experience in interpreting research or analyzing data;
- Experience managing and motivating staff;
- Collegial work style that values information sharing;
- Ability to communicate clearly and with diverse communities;
- Personal and/or professional experience with racial justice work;
- Experience working to operationalize and advance the strategies and action plans of senior-level non-profit or mission-driven boards;
- Intellectual curiosity and the desire to seek out new ideas and solutions;
- Strong analytic, written and oral communication skills;
- Strong relationship builder, cross-collaborator and team player with the ability and experience to work independently;
- Familiarity with economic policy and an understanding of the drivers of racial wealth divides; and
- Ability to give and receive criticism constructively and work to meet tight deadlines under pressure.

**Working Conditions & Physical Demands: examples below**
- Ability to sit for long periods of time;
- Ability to use a computer keyboard for extended periods of time; and
- Ability to work onsite and remote as required.

*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.