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 “Program Design & Impact Fellow, ABEC” to complete our online application process.**

**Job Description**

**Title:** Program Design & Impact Fellow, ABEC

**Department:** Philanthropy Group

**Reports To:** Senior Director, Asian Business Empowerment Council

**FLSA Classification:** Non-exempt **FTE:** 15-20 hours per week

**Supervises:** None

**Hybrid Schedule (subject to change):** In person 1-2 days per week, usually Tuesdays and/or Thursdays. (Optional for more days in office as desired.) The rest of the week may work remotely.

**Position Budgeted:** $40.00/per hour to $50.00/per hour

**Position Summary:**

The Asian Business Empowerment Council’s (ABEC) is an initiative of the Asian Community Fund at the Boston Foundation. The Fellow will work closely with ABEC’s team to help scale business support programs, improve delivery systems, and track program outcomes.

The position will work 15-20 hours per week. This is a 9-month fellowship, from December 2025 through August 2026 (36 - 39 weeks).

**Essential Functions:**

Program Design & Delivery (approx. 40%)

* Provide 2-3 hours per week of light-touch business support to Asian American and Pacific Islander (AAPI) entrepreneurs, including referrals, follow-ups, and preparation for capital access or procurement opportunities;
* Support the design and execution of ABEC’s 1:1 business advising and industry-specific technical assistance programs;
* Support content planning, speaker coordination, interpreter/translation needs, and follow-up for ABEC’s business-centered trainings; and
* Assist with recruitment and outreach of program participants to ensure inclusive participation across regions and language groups.

Systems & Evaluation (approx. 35%)

* Develop and maintain tracking tools to monitor participation, referrals, and business milestones across ABEC programs;
* Create CRM-ready program evaluation tools such as surveys, reports, and templates for ongoing data collection and reporting; and
* Track outcomes from workshops, convenings, and referrals; synthesize findings into actionable recommendations.

Knowledge Systems, Documentation & Reporting (approx. 25%)

* Develop and maintain internal documentation (Standard Operating Procedures, templates, and workflows) to ensure ABEC programs and processes are clear, replicable, and sustainable;
* Streamline ABEC’s CRM, file management, and data collection systems for tracking referrals, outcomes, and business engagement across programs;
* Translate program outcomes into clear reports, case studies, and communications-ready summaries for funders, partners, and internal stakeholders; and
* Contribute to the development of business case summaries (3-5 during fellowship) to highlight outcomes and strengthen ABEC’s storytelling.

*Other Duties and Responsibilities:*

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

**Qualifications**

*Preparation, Knowledge, Previous Experience:*

* 3 years of experience in program management, nonprofit strategy, small business support, or ecosystem coordination required.

*Skills, Abilities, Competencies:*

* Demonstrated successful project management and system-building skills;
* Understanding and experience with business development, capital access, or technical assistance ecosystems;
* Experience working with language-isolated or immigrant business owners a plus;
* Demonstrated attention to detail;
* Excellent written and verbal communication skills;
* Participatory work style, able to work independently within a collaborative team;
* Strong knowledge of Microsoft Office products;
* Demonstrated experience working with survey tools (i.e. Survey Monkey, Microsoft Forms); and
* Demonstrated experience working with CRM/data tracking systems (Salesforce, etc).

**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 Asian Business Empowerment Council**

The Asian Business Empowerment Council (ABEC) is hub and champion for Asian American and Pacific Islander (AAPI) businesses across Massachusetts. We support AAPI businesses by tackling challenges, expanding opportunities, and leading efforts to build a strong ecosystem where they have the resources and support needed to thrive.

*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*