



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 Associate, The Philanthropic Initiative” to complete our online application process.**

## **Job Description**

**Title:** Program Associate, The Philanthropic Initiative

**Department:** The Philanthropic Initiative

**Reports To:** Partner

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

**Supervises:** None

**Hybrid Schedule (subject to change):** In office two days a week, Tuesday and Wednesday.

Unless there is a meeting or event, remote work will be Monday, Thursday, and Friday.

**Position Budgeted:** \$50,000.00 to \$55,000.00

### **Position Summary:**

The TPI Program Associate serves as a member of The Philanthropic Initiative’s (TPI) professional staff, focusing primarily on supporting programmatic and strategic planning work for TPI clients and projects. The Program Associate works collaboratively as a member of teams supporting specific TPI client engagements; assumes administrative responsibility for selected projects and programs; and conducts research on philanthropic issues.

### **Essential Functions:**

- Provide administrative and research support for TPI project teams, occasionally working directly with clients on certain projects;
- Administer and support programs and projects such as scholarship programs, college success programs, grants programs, and other initiatives that TPI designs and manages on behalf of clients;
- Conduct due diligence on grant proposals, review funding requests, track and monitor funded projects, and schedule and conduct site visits with or on behalf of clients;
- Develop materials to support client needs including research on social issues, best practices, and model approaches;
- Conduct benchmarking research and community needs assessments;
- Coordinate logistics and communications around scholarship programs, support scholarship review processes, and organize workshops and other events for scholarship recipients;
- Provide support for strategic planning and facilitation, including designing and implementing surveys of key stakeholders and grant recipients; compiling research and other materials; and assisting with preparation for planning sessions/retreats with clients; and
- Plan and coordinate events, including events connected with corporate volunteer programs, college success programs, and grantee convenings.

*Other Duties and Responsibilities:*

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

**Qualifications**

*Preparation, Knowledge, Previous Experience:*

- Bachelor's degree or equivalent related experience; and
- At least two years of relevant work experience (including internships and summer positions).

*Skills, Abilities, Competencies:*

- Helpful to have interest/experience in education, college success, and/or other social issues of interest to TPI clients;
- Strong computer skills utilizing Microsoft Office products including Word, PowerPoint, Outlook and Excel, as well as Internet research and database management;
- Demonstrated ability to handle multiple tasks, organize and manage projects with multiple components, and implement complex activities;
- Able to take initiative and be resourceful problem-solver;
- Resourceful, motivated and able to work independently;
- Excellent organizational and planning skills;
- Very strong attention to detail;
- Strong research, writing, proofreading and basic editing skills;
- Excellent written and oral communication skills;
- Strong interpersonal skills; able to interact well with a diverse range of people and work as part of a team;
- Able to work under the pressure of tight deadlines; and

- Good sense of humor and willingness to be flexible.

**Working Conditions & Physical Demands:**

- Ability to sit for long periods of time;
- Ability to use a keyboard for extended periods of time; and
- Able and available to work remotely and on site as needed.

**About TPI:**

The Philanthropic Initiative (TPI) provides consulting and program management services to help individuals, families, foundations and companies to increase the impact of their philanthropy, while also working to promote effective philanthropy through thought leadership, research, philanthropic education programs, and field-building initiatives with key allies. Since 1989, TPI has worked directly with hundreds of clients, serving as consultants and thought partners to ambitious donors, foundations, and companies who embrace innovative thinking in their efforts to find levers of change locally, nationally, and globally. In 2012, the Boston Foundation and TPI merged. TPI now operates as a distinct unit of the Boston Foundation.

*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.*

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