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 “Senior Program Associate, Community Wealth” to complete our online application process.**

**Job Description**

**Title:** Senior Program Associate, Community Wealth

**Department:** Program Department

**Reports To:** Associate Vice President of Community Wealth

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

**Supervises:** None

**Hybrid Schedule (subject to change):** On-site Tuesdays and Thursdays and additional days during the week as needed. Remote usually on Mondays, Wednesdays, and Fridays. Schedule is dependent on business needs.

**Position Budgeted:** $58,000.00 to $65,000.00

**Position Summary:**

The goal of the TBF housing strategy is for all residents of Greater Boston to live affordably in communities of their choice and thrive. ​The affordability crisis has the greatest impact on BIPOC residents and communities, and our work centers housing justice and equity.

The Senior Program Associate, Community Wealth, will help further the goals and priorities of the Housing strategy within the Community Wealth Pathway. Community Wealth includes teams focused on housing, business equity and arts and creativity. This role provides administrative and programmatic support to the Associate Vice President, serves as project manager on specific initiatives, liaisons between TBF staff and external stakeholders for the housing focus area and is the primary contact for housing grantees. In the last three years, the housing strategy has supported a range of nonprofit partners with grants totaling more than $4 million, helped produce a variety of research briefs and reports such as the Greater Boston Housing Report Card, coordinated and helped lead the MA Coalition for Racial Equity in Housing, and revived the Massachusetts Rental Voucher Program coalition.

**Essential Functions:**

* Provide administrative and logistical support to the Associate Vice President and for the housing strategy
  + Provide scheduling support and calendar management with patience and grace. Be the primary contact for scheduling needs with internal and external colleagues and partners;
  + Respond to internal and external email and phone inquiries in a timely manner; and
  + Complete contractor request forms, invoicing forms and documentation, reimbursement requests for the team, and other activities in accordance with TBF internal practices and systems.
* Support for key housing initiatives
  + Manage timelines, communications and logistics related to internal and external initiatives such as the Greater Boston Housing Report Card, the Massachusetts Coalition for Racial Equity in Housing, forums and events;
  + Be the primary liaison for consultants, non-profit partners, public agency partners and other stakeholders;
  + Work collaboratively with colleagues across all Boston Foundation departments to fulfill shared and individual responsibilities;
  + Draft briefing documents, meeting materials and meeting minutes/notes; and
  + Conduct basic analysis and research for specific areas of work, including preparing slide decks, creating budgets on Excel and drafting a range of written material.
* Grantmaking
  + Communicate grantmaking schedule and requirements with current and potential grantees;
  + Organize and track grantmaking for Housing in coordination with the grants management team;
  + Liaison with finance department on any issues that may arise related to grants or grantees;
  + Prepare the requisite due diligence for grants using the established systems; and
  + Attend stakeholder, partner and grantee events and convenings as needed.
* Support forums and events and stakeholder activities
  + Work closely with the Boston Foundation’s (TBF) Events Operations team to monitor timelines, deliverables, and presenters for each event;
  + Work with the TBF Events Operations team to maintain and update lists of stakeholders and partners; and
  + Liaison with TBF’s Strategic Communications & Marketing team on media outreach efforts, including social and traditional media.

*Other Duties and Responsibilities:*

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

**Qualifications:**

*Preparation, Knowledge, Previous Experience:*

* 2+ years or equivalent relevant experience managing diverse aspects of projects and/or initiatives, including timeline and workplan management.

*Skills, Abilities, Competencies:*

* Demonstrated effective and efficient organizational skills;
* Strong attention to detail in all aspects of the work;
* Strong quantitative skills, comfort working with numbers, and experience working with organizational and project budgets;
* Able to conduct small research projects;
* Ability to manage and prioritize multiple, simultaneously project deadlines;
* Collaborative work style;
* Mature interpersonal style, able to receive constructive feedback and interact well with a diverse range of people;
* Excellent written and verbal communication;
* Experience and expertise using MS Office applications, including PowerPoint, Excel and Word;
* Commitment to equity and the values of the housing strategy and TBF broadly; and
* Ability to engage, participate and further the Boston Foundation’s goals and values.

**Working Conditions & Physical Demands:**

* Ability to work in office and remotely as required;
* Must be able to attend meetings in the office as required;
* Available for initial learning period that will primarily be in the office;
* Ability to sit for long periods of time; and
* Ability to use a keyboard for extended periods of time.

*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 9/2025*