



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, Safety Net Grants” to complete our online application process.

Job Description

Title: Program Associate, Safety Net Grants

Department: Programs

Reports To: Manager, Safety Net Grants

FLSA Classification: Exempt **FTE:** 1.00

Supervises: None

Hybrid Schedule (subject to change): 2 days a week in office, Tuesdays and Thursdays. Remote work on Monday, Wednesday, and Friday.

Position Budgeted: \$50,000 - \$55,000

Position Summary:

The Associate will support the Safety Net Grants (SNG) program to provide timely investment in organizations responding to immediate essential needs in marginalized communities. Working under the supervision of the Manager, Safety Net Grants, this position is responsible for responding to phone and email inquiries from potential and actual grant applicants, providing staff and external review teams with application materials and grant reports, following up with applicants throughout the review process and processing payments for awarded grants.

Essential Functions:

- Processes grant applications and reports using online grants management system (Foundation Power, Smart Simple, Salesforce);
- Tracks open applications for the Safety Net Grants program, including following up on proposals with applicants, grantees and program staff and ongoing website and database maintenance;

- Processes grants and installments for payment, including managing DocuSign communications and tracking all grant payments using Microsoft Excel and Microsoft Teams;
- Communicates externally, with grantees, applicants and potential applicants of the Safety Net Grants program regarding grants and grant processes;
- Communicates internally, particularly with Program staff and proposal review teams;
- Provides reports, responses to inquiries and grant histories to internal staff as requested;
- Support the collection and analysis of feedback from applicants and reviewers to improve SNG program including participatory processes;
- Support the Senior Director of Grants Management with other open grantmaking programs in Smart Simple including: Equality Fund, Bruce J Anderson and other programs as assigned; and
- Participates in proposal review processes for special grantmaking programs as available.

Other Duties and Responsibilities:

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

Qualifications

Preparation, Knowledge, Previous Experience:

- College degree or equivalent experience; and
- Minimum 2 years administrative experience (including internships);

Skills, Abilities, Competencies:

- Intermediate level skills working with Microsoft Office products especially Excel;
- Database experience strongly preferred;
- Quick to learn new software and processes;
- Excellent attention to detail and strong organizational skills;
- A creative thinker with strong problem solving skills;
- Able to work independently;
- Able to work under the pressure of tight deadlines;
- Strong time management skills;
- Strong writing and communication skills;
- Strong interest in supporting marginalized communities and vulnerable residents in Greater Boston;
- Participative and proactive work style; and
- Mature interpersonal style, and ability to interact professionally with a diverse range of people.

Working Conditions & Physical Demands:

- Ability to work at workstation for long periods of time;
- Ability to use a computer keyboard for extended periods of time; and
- Ability to work remotely and on-site 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, including essential functions, 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.