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Foundation Programs Associate

Organizational Overview

TDC is a Boston-based nonprofit management consulting and research firm that works across the nonprofit sector. It is one of the country's oldest providers of management consulting to nonprofits.

We offer strategic business planning services for nonprofits at organizational inflection points. Guided by our clients' missions, informed by market realities, and grounded in financial best practices, we work with clients to help them lay out integrated programmatic, organizational, and financial strategies. In addition, TDC works with funders and donors to create philanthropic strategies that support their visions for meaningful impact. On occasion, TDC publishes in-depth research on critical topics facing the nonprofit sector.

TDC is a small firm comprised of approximately 25 consultants. Our senior consultants hold degrees from top MBA and graduate programs and bring a wealth of experience from the nonprofit and social sectors.

Position Overview

TDC seeks a Foundation Programs Associate to provide support for key grantmaking initiatives. TDC works with a number of regional and national foundations on grantmaking initiatives designed to drive strategic change in the nonprofit arts and culture sector. In this course of this work, TDC:

- Advises foundations on grantmaking strategy;
- Serves as program officers managing grantee portfolios;
- Supports grantees through one-on-one consultation and group training; and,
- Manages grantee learning programs.

The Foundation Programs Associate will work on two large initiatives with foundation clients, providing support to the TDC consulting teams and their counterparts at the foundations. These projects are complex, engage multiple high-level stakeholders, and require discretion and agility in communications.

In this role, the Foundation Programs Associate will be responsible for a variety of tasks, which will include:

- **Support of foundation clients**
 - Scheduling meetings/conference calls between TDC consultants, foundation staff, and other partner consultants
 - Summarizing and compiling organizational information for consultant and foundation staff review
 - Supporting preparation of client deliverables such as PowerPoints and memos
 - Preparing for meetings, taking notes at meetings, and summarizing meeting outcomes
 - Supporting client communications as needed
 - Working closely with support staff at foundations in service to programs
- **Program administration**
 - Making travel arrangements and scheduling meetings for site visits
 - Planning and executing program events and trainings
 - Tracking attendance and other program data; drafting and administering follow-up surveys
 - Coordinating with TDC's Accountant to track program budgets and grant disbursements, and prepare financial reports
 - Tracking subcontracts to other consultants, and documenting invoices and payments in coordination with TDC's Accountant
 - Tracking and supporting preparation of TDC's grant applications and required reports to Foundation clients
- **Grantee Support**
 - Serving as one of the primary points of contact for grantee organizations; fielding questions from grantee organizations, scheduling calls and meetings, etc.
 - Clearly communicating deadlines, meeting times, and data requests to grantee organizations
 - Supporting communications to grantee organizations
 - Facilitating document collection from grantee organizations
 - Maintaining an organized and current database/electronic files of this information
 - Tracking and maintaining grantee contact lists

Other client or firm-related support may be required on an as needed basis.

In the course of this work, the Foundation Programs Associate will have the opportunity gain a broad understanding of the nonprofit sector and learn about foundation grantmaking. In TDC's small and collegial work environment, the Foundation Programs Associate will have regular opportunities to interact with other TDC staff and will play a critical role in the work that we do. Additionally, this position will interact closely with key foundation clients and leaders at grantee organizations.

Qualifications

Candidates for the Foundation Programs Associate position must have a bachelor's degree and record of academic excellence, and should demonstrate interest in the nonprofit or social sector. Highly qualified candidates will also be extremely detail-oriented and possess excellent verbal and written communication skills. Candidates should also meet most or all of the following criteria:

- A high degree of organization and attention to detail
- Professional phone manner with external contacts
- Ability to represent both TDC and foundation clients
- Positive, discreet, diplomatic, broad-minded and curious
- Comfort working in a fast paced environment
- Ability to prioritize among and balance multiple projects and deadlines
- Ability to juggle multiple types of clients
- High degree of self-motivation; ability to work independently with minimal supervision
- Mastery of MS Office including Outlook, Word, Excel and PowerPoint; proven capacity to learn new software systems
- Work experience in an office environment is desired

Applying

TDC is seeking to hire a new Foundation Programs Associate in the spring of 2017, with a target start date of mid-May. Applicants are asked to send a resume, a cover letter that details their experience, qualifications and interest in TDC, and a writing sample of 3-5 pages. Please note: in a writing sample we are looking for a persuasive or analytical essay that demonstrates your ability to use data in support of a crisp and thoughtful argument.

Applications are due by April 5, 2017. All correspondence should be sent to hr@tdcorp.org. No phone calls please.