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Programs Associate

Organizational Overview

TDC is a leading management consulting and research firm that works across the nonprofit sector. For 50 years, TDC has worked exclusively with nonprofit, governmental, educational, and philanthropic organizations, providing them with the business and management tools critical to carrying out their missions effectively.

We possess a strong track record in facilitating highly complex strategic business planning and organizational change processes for hundreds of organizations. 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. The choice to work with both nonprofit organizations and funders is a strategic decision we have made to make impact at two levels: individually at the nonprofit level and sector-wide through our work with funders. This allows TDC to have a truly well-informed sector-wide view. On occasion, TDC publishes in-depth research on critical topics faced by the nonprofit sector.

Based in Boston, TDC has a staff of twenty who work with clients nationally. Our consultants hold degrees from top MBA and graduate programs and bring a wealth of experience from the nonprofit and social sectors. Our team is highly skilled in organizational planning, data and financial analysis, program development and evaluation, and operational design.

Position Overview

TDC seeks a Programs Associate to provide support and program coordination for key philanthropic initiatives in support of arts and culture nonprofits. 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's team of consultants:

- Advises foundations on grantmaking strategy (goals, desired impacts, funding criteria, program design, etc.);
- Supports grantees through one-on-one consultation (regular coaching calls, financial analysis, review of strategic materials, board engagement, etc.); and,
- Manages grantee learning programs and group training (convenings for up to 100 attendees, panel presentations, networking activities, etc.).

The Programs Associate will work on two large arts initiatives with foundation clients, providing support to the TDC consulting teams, their counterparts at the foundations, and grantee arts organizations supported by the foundation clients. These initiatives are complex, engage multiple high-level stakeholders, necessitate discretion and agility in communications, and are large enough to require dedicated staff. The Programs Associate will work closely with program teams consisting of a Senior Associate, Project Manager, Vice President, and Executive Vice President. The Program Associate will contribute to other client or firm-related work that may be required on an as needed basis. *This role is unique to TDC as it is the only position in the firm that is specialized in working with foundation clients and different from TDC's other associate consultant positions.*

Responsibilities fit into the following three categories:

- **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 PowerPoint presentations and memos
 - Preparing for meetings, taking notes and summarizing meeting outcomes
 - Supporting client communications by email and phone
 - Working closely with support staff at foundations in service to programs
- **Program administration**
 - Scheduling meetings, and at times travel arrangements, 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
 - Participation in internal program team meetings and tracking deliverables and next steps
- **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 databases/electronic files of this information
- Tracking and maintaining grantee contact lists
- Supporting the management of two grantee online networking platforms

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

Qualifications

A professional background in arts and culture or philanthropy is not a requirement for this role, however, an intellectual interest in and curiosity about these sectors is necessary. Candidates for the Programs Associate position must have a bachelor's degree, 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:

- Work experience in an office environment is desired
- 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

Applying

TDC is seeking to hire a new Programs Associate immediately. To be considered for the position, applicants should submit the following materials:

- A thoughtful cover letter;
- A resume;

- A writing sample of three to five 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 thoughtful argument.

All correspondence should be sent to hr@tdcorp.org. No phone calls please.