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Programs Coordinator

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TDC, a nonprofit management consulting and research firm, seeks a Programs Coordinator to join our team. TDC works exclusively with nonprofit, governmental, educational, and philanthropic organizations, providing them with the business and management tools critical to achieving mission success. The Programs Coordinator provides operational support for, and contributes research and analysis to, two major philanthropic initiatives within the arts and culture sector.

Position Overview

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. These initiatives are committed to equity and anti-racism goals as well as supporting the financial health and adaptive leadership of arts and culture organizations. The initiatives are complex, engage multiple high-level stakeholders, necessitate discretion and agility in communications, and are large enough to require dedicated staff. 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 (*virtual and in-person workshops, convenings for up to 200 attendees, panel presentations, networking activities, etc.*).

Reporting to a Vice President dedicated to the Initiatives, the Programs Coordinator provides a critical coordinating function for the Initiatives collaborating with TDC consultants, foundation clients, and grantee arts organizations funded by the foundation clients.

1. Initiative management: The Programs Coordinator serves as the coordinative hub for the TDC Initiative teams helping to advance each philanthropic program's Theory of Change.

The Programs Coordinator:

- Tracks the overall arc and progress of the foundation programs.
- Supports the TDC consultant team in tackling multiple workstreams, responsibilities, and deadlines.
- Facilitates TDC consultant team meetings, tracking deliverables and next steps.
- Manages the preparation of TDC's grant applications and required reports to Foundation clients.
- Facilitates engagements with external partners, including the event planner and external consultants.

- Manages subcontracts to other consultants, and documents invoices and payments in coordination with TDC's accountant.
 - Coordinates with TDC's Accountant to track program budgets and grant disbursements, and prepare financial reports.
 - Serves as the direct supervisor of the Programs Associate.
- 2. External communications:** As the coordinative hub of communications and logistics, the Programs Coordinator:
- Serves as one of the primary points of contact for grantees.
 - Drafts cohort communications.
 - Manages two grantee online networking platforms, including drafting posts, announcing events, and fostering cohort engagement.
- 3. Grantee support services and event planning:** The Programs Coordinator manages the grantee advising process and workflow in both Initiatives, and contributes to the design of trainings and convenings:
- Compiles, tracks, analyzes, and summarizes organizational information and financial data from grantees.
 - Participates in grantee financial analysis and theory of change coaching.
 - Coordinates program design and evaluation for grantee training and coaching.
 - Prepares coaching agendas and note-takes on TDC consultant coaching calls, also working with the Programs Associate to schedule meetings.
 - Synthesizes themes and emerging trends across cohorts for Initiative learning agendas and reporting.
 - Researches possible subcontractors and approaches, and supports Initiative partners in their training and support work for grantees.
 - Plans and executes virtual and in-person learning programs.
 - Drafts, issues, and analyzes surveys for trainings and other cohort engagements.
 - Supports the planning and execution of virtual and in-person learning programs and events, in conjunction with TDC's event planner.
- 4. Foundation relations:** Serving as a partner to foundation clients, the Programs Coordinator:
- Leads creation of program framing documents; reporting materials; and resources for Initiative-wide activities.
 - Facilitates monthly meetings with Foundation partners
 - Serves as point of contact for program evaluators.
 - Leads preparation of client deliverables such as PowerPoint presentations and memos.
 - Prepares agendas for meetings, participates, takes notes, and tracks meeting outcomes and next steps.

The role is multi-faceted and will grow with candidate experience. In the first year, the Programs Coordinator will master operational support for the Initiatives. Subsequently and with greater experience, the Program Coordinator will take on more responsibility, growing analytical and client service skills. In the course of this work, the Programs Coordinator will have the opportunity to gain a broad understanding of the nonprofit sector, learn about foundation grantmaking, have exposure to thought leaders throughout the nonprofit sector, and gain insight into a cross-section of the arts field.

The current physical demands of the role include the ability to sit or stand at workstations for long periods of time, to work in office and remotely, to use a computer keyboard for extended periods of time; and to lift and carry up to 30 pounds occasionally.

This role is one of three positions in the firm that exclusively focus on foundation clients. The role has different responsibilities from that of a consultant or senior associate. The Programs Coordinator will contribute to other client or firm-related work that may be required only on an as needed basis.

Compensation and benefits

The hiring salary range for the Programs Coordinator is \$50,000 – \$60,000 with comprehensive benefits including full coverage of individual health insurance, significant contributions to 401k retirement funds (up to 10%), access to a flexible spending account (FSA and DCA), commuter subsidy, and paid time off. TDC is a registered 501c3, and therefore employment at TDC qualifies for the Public Service Loan Forgiveness program and other loan relief programs for nonprofit employees. **Please note this is a three-year position.**

Due to the COVID-19 pandemic, TDC is currently working on a hybrid basis. The Programs Coordinator is expected to work in the TDC office in Downtown Boston at least three days a week; however, if a candidate is not currently based in Boston, there is some flexibility regarding relocation and start date.

Qualifications

TDC looks for the following qualities and skills in Programs Coordinator candidates:

- **Commitment to the nonprofit sector:** Strong alignment to TDC’s mission of supporting nonprofit organizations and funders, understanding of and engagement with critical issues in the field.
- **Familiarity with equity:** A strong foundation in the ideas of equity, diversity, inclusion, and social justice and how these ideas are operationalized by nonprofits. Knowledge of how issues of equity, diversity, and inclusion manifest in the nonprofit sector and/or ability to participate in conversations about racial equity in the arts.
- **Project management skills:** a keen attention to detail, competency in “managing up,” and the ability to proactively manage multiple competing priorities to ensure that work is completed accurately, efficiently, and on time across a team.
- **Communication and interpersonal skills:** The abilities to present information, including quantitative data, to a variety of audiences; write compelling, logically, and without errors; and develop strong relationships and engender trust in clients, partners, and teammates.
- **Organizational skills:** Keen attention to detail and proven capacity to learn new systems and processes, and track networks.
- **Strategic thinking skills:** The ability to support clients in framing their strategic ambitions in logic models or theories of change.
- **Research and analysis skills:** An ability to analyze and make meaning from quantitative and qualitative data.

- **Familiarity with nonprofit finance:** a working understanding of financial documents and concepts relevant to nonprofit management.

TDC expects program candidates to have at least 2 years of professional work experience (including substantive internship experience with significant responsibilities), and to hold a Bachelor's or Associate's degree; however, candidates with other combinations of educational and professional backgrounds are encouraged to apply.

While not required, strong Programs Coordinator candidates will possess one or more of the following:

- Professional experience in arts and culture and/or philanthropy
- Experience supervising others
- Experience managing projects in a consulting or client-service environment

TDC believes that teams with diverse experiences and backgrounds make our work better. We strive to be an inclusive workplace where everyone feels welcome and respected. We are an equal opportunity employer and actively encourage applications from candidates whose identities are systematically underrepresented in nonprofit management.

To Apply

To be considered for the position, applicants should submit a resume and a 1-2 page cover letter, via our [online application](#). TDC places great import on cover letters; in your cover letter, please clearly explain your interest in the nonprofit arts and culture sector or philanthropy and address each of the qualifications listed in the job description.

Candidates will be evaluated on a rolling basis until the position is filled with priority given to applications submitted by **5:00 PM on May 2, 2022**. Early applications are encouraged. We expect a start date Spring or early Summer 2022. No phone calls, please.

About TDC

TDC is a leading management consulting and research firm that works across the nonprofit sector. We collaborate with clients to lay out integrated programmatic, organizational, and financial strategies that advance mission, respond to market realities, and reflect financial best practices. In addition, TDC works with funders and donors to create philanthropic strategies to support their visions for meaningful impact. Our work with both nonprofit organizations and funders allows consultants a multidimensional understanding of the sector.

Based in Boston, TDC has a staff of sixteen who work with clients across the country. Our consultants bring a wealth of experience from the nonprofit and social sectors, and are skilled in organizational planning, data and financial analysis, program development and evaluation, and operational design. We possess a strong track record in facilitating highly complex strategic business planning and organizational change processes for hundreds of organizations.