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Programs Associate

December 16, 2021

TDC, a nonprofit management consulting and research firm, seeks a Program Associate 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 Associate provides administrative and 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 and supporting the 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:

- Advise foundations on grantmaking strategy (*goals, desired impacts, funding criteria, program design, etc.*);
- Support grantees through one-on-one consultation (*regular coaching calls, financial analysis, review of strategic materials, board engagement, etc.*); and,
- Manage grantee learning programs and group training (*virtual and in-person workshops, convenings for up to 200 attendees, panel presentations, networking activities, etc.*).

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

- 1. Initiative management:** As the administrative lead for the TDC Initiative teams, the Programs Associate:
 - Tracks the overall arc and progress of the foundation programs.
 - Ensures that TDC consultants are informed of the multiple workstreams, responsibilities, and deadlines.
 - Supports TDC consultant team meetings, including scheduling, notetaking, tracking deliverables and next steps.
 - Tracks and supports preparation of TDC's grant applications and required reports to Foundation clients.
 - Liaises with external partners, including the event planner and external consultants.
 - Tracks subcontracts to other consultants, and documents invoices and payments in coordination with TDC's accountant.

- 2. External communications:** As the central holder of communications within the Initiatives, the Programs Associate:
 - Serves as the primary point of contact for grantees.
 - Drafts cohort communications about Initiative deadlines, coaching meeting or training announcements, and data requests to grantee organizations.
 - Maintains accurate contact information for external stakeholders.
 - Manages two grantee online networking platforms, including drafting posts, announcing events, and fostering cohort engagement.

- 3. Grantee support services and event planning:** As a key support for the Initiative teams in developing and executing services, the Programs Associate:
 - Compiles, tracks, analyzes, and summarizes organizational information and financial data from grantees.
 - Supports program design and evaluation for grantee training and coaching.
 - Schedules meetings and note-takes on TDC consultant coaching calls.
 - Supports the planning and execution of virtual and in-person learning programs and events, in conjunction with TDC's event planner.
 - Manages event registration and tracks attendance and other program data.

- 4. Foundation relations:** Serving as a partner to Foundation clients, the Programs Associate:
 - Supports creation of program framing documents; evaluative materials; and resources for Initiative-wide activities.
 - Supports preparation of client deliverables such as PowerPoint presentations and memos.
 - Schedules meetings/conference calls between TDC consultants, foundation staff, and other partner consultants.
 - Prepares for meetings, participates, takes notes, and summarizes meeting outcomes.

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 two positions in the firm that exclusively focus on foundation clients. The role has different responsibilities from that of an associate consultant. The Programs Associate 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 Associate is \$40,000 – \$48,000 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. In the course of this work, the Programs Associate 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.

Due to the COVID-19 pandemic, TDC is currently working on a hybrid basis. The Programs Associate 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 Associate candidates:

- **Interest in the sector:** Intellectual engagement and open-minded curiosity about the nonprofit/philanthropic sector, and interest in growing their general understanding of, and professional skillset for, the sector.
- **Organizational and administrative skills:** Keen attention to detail, facility with Microsoft Office suite (including Outlook, Word, Excel, and Powerpoint), and proven capacity to learn new systems and processes; the abilities to work independently and as part of a team, to plan ahead and adapt in a fast-paced environment, and to prioritize among and balance multiple deadlines.
- **Communication and interpersonal skills:** The ability to communicate information clearly, effectively, and diplomatically both verbally and in writing; the ability to work across difference;
- Introductory understanding of issues of **equity, diversity, and inclusion**, including implicit bias

TDC expects program candidates to have at least 1 year of professional work experience (or 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 Associate candidates will possess one or more of the following:

- Professional experience in, or specific interest in, arts and culture and/or philanthropy
- 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.

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.

Materials should be submitted by **5:00 PM on January 19, 2022**. We expect a start date this winter/spring 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.