

**THE RICHARD AND SUSAN SMITH FAMILY FOUNDATION**  
**PROGRAM ASSOCIATE JOB DESCRIPTION**  
**November 2015**

**Background:**

The mission of the Richard and Susan Smith Family Foundation is to effect permanent positive change in the lives of the residents of Greater Boston, particularly individuals and families in economically disadvantaged communities. Today, three generations of the Smith family members oversee the Foundation, stewarding approximately \$15 million annually in grants aimed at promoting greater health, educational attainment, and economic mobility. For additional information on the Foundation, its major grant programs, and recent grant awards, please see [www.smithfamilyfoundation.net](http://www.smithfamilyfoundation.net).

The Foundation is currently seeking a Program Associate who will work closely with the Executive Director, Senior Program Officers, administrative staff, and Trustees on all phases of program development and grantmaking. The position is full time and reports to the Foundation's Executive Director.

**Primary Duties and Responsibilities:**

- Assists with evaluation of proposals and conducts due diligence, including applicant interviews, site visits, and review of budgets and financial information. Prepares proposal summaries and makes recommendations to senior program staff, the Executive Director, and Trustees concerning grant requests. Has lead staff responsibility for a grant program with an annual budget of \$500,000;
- Monitors and evaluates grantee performance by reviewing and summarizing grantee reports, maintaining positive relationships with grantees, following up with grantees as needed to obtain necessary information, provide technical assistance and engage in problem-solving. Works with grantees to ensure compliance with grant agreements and successful project implementation;
- Updates the Foundation's grants management database, generates user-friendly reports and task reminders, and ensures its functionality in support of Foundation activities. Follows up with other staff as needed to ensure timely completion of all proposal review and grants management tasks;
- Prepares grant agreements, reporting templates, pledge and turndown letters for use across the Foundation's grant programs; helps develop and maintain system for processing renewals of multi-year grants; checks for thoroughness and consistency of documentation across program areas;
- Communicates with nonprofit agencies, public and private funders, and the general public about the Foundation's grantmaking priorities, guidelines, and proposal review process;
- Develops content for and maintains the Foundation's website and other communication vehicles, as needed. Prepares high-quality, written work products in support of the grantmaking and management processes;

- Assists the Executive Director and senior program staff with research and analysis related to potential funding initiatives and/or special projects;
- Assists in preparing meeting materials and staff presentations for Committee and Board meetings; and
- Other duties as assigned.

### **Qualifications and Expertise Desired**

- Excellent analytical ability, written and verbal communication skills; ability to summarize complex issues clearly and concisely (required);
- Excellent interpersonal skills, a collaborative approach and willingness to work as part of a cohesive team (required);
- A high degree of personal integrity, sound judgment, tact, and discretion (required);
- Ability to manage multiple complex processes and track activities and outcomes to successful conclusion; ability to adhere to strict deadlines (required);
- Content knowledge and experience in one or more Foundation program areas (desired);
- Experience with evaluating and/or building the operational and financial capacity of nonprofit organizations (desired);
- Familiarity with the Greater Boston area nonprofit and/or philanthropic community (desired);
- Undergraduate degree (required), graduate degree or experience comparable to a graduate degree (desired);
- Expertise in MS Office including Word, Excel, Outlook, and PowerPoint (required), experience with database and website software (strongly preferred);
- Access to and willingness to use personal vehicle for work-related travel within the Greater Boston area (required), with expenses to be reimbursed by the Foundation;
- Comfortable with a high degree of autonomy and a small office environment (required).

The Foundation offers competitive salaries and benefits; compensation will be commensurate with experience. The Foundation hopes to identify a successful candidate by the end of the December, with an immediate start date of no later than mid-January 2016.

Interested individuals should submit a cover letter, resume, and brief writing sample (1- 3 pages maximum) electronically to [info@smithfamilyfoundation.net](mailto:info@smithfamilyfoundation.net).

The Richard and Susan Smith Family Foundation is an equal opportunity employer.