Senior Program Associate

Position Details

Job Title	Senior Program Associate
Classification	Full-Time, Exempt
Salary Range	$73,000 – $78,000
Location	Nashville, TN
Reports To	Executive Director
How to apply	Please submit your brief cover letter and resume to careers@maddoxfund.org by Friday, January 9, 2026.

About The Dan and Margaret Maddox Fund

The Dan and Margaret Maddox Fund's mission is to better our community through partnerships that improve the lives of young people and protect the natural environment. We are a private foundation that supports 41 counties in the Middle Tennessee region.

As a learning organization, The Maddox Fund embraces transformation toward liberation. Our commitment is guided by North Stars established in our 2021 Equity Audit. We are dedicated to identifying and dismantling policies and practices that perpetuate systemic oppression, serving as an exemplar for equity-centered grantmaking and advancing regional leadership that centers Diversity, Equity, Inclusion, Justice, and Liberation (DEIJL) in all its forms.

Role Summary

The Senior Program Associate is an integral member of the small Maddox team, serving as a relational anchor for our community partners and the engine for our grants and data operations. This role primarily supports the Executive Director and is dedicated to managing the majority of the Fund's portfolio (Youth), ensuring operational excellence across the Youth investment area.

The ideal candidate is a highly organized, detail-oriented professional with strong listening skills and prior professional experience in the nonprofit sector. They must be

dedicated to ensuring the Fund's internal structure powerfully supports its external values, translating high-level mission into operational execution across grants management, partner relations, communications, and convening leadership. This is a role for a proven executor who is eager to build community connections and apply strong administrative judgment.

In the First Six Months, You Will:

The initial months are structured for rapid mastery of the Fund's systems, building partner trust, and establishing a collaborative cadence with the Executive Director. The successful candidate will can expect to spend this time:

- **Months 1-2: System Mastery and Compliance**
  - **Grants System Immersion:** Achieve mastery of Salesforce for grants data administration, focusing immediately on ensuring all documentation, compliance reports, and grant agreements are current for the Youth portfolio. This involves training on the grants lifecycle from intake through final reporting.
  - **Partner Onboarding:** Shadow staff and eventually take ownership of primary contacts for the initial 5–7 assigned direct-service youth partners, initiating purposeful, care-centered check-ins to build rapport and trust.
  - **Board Packet Execution:** Assist with the preparation of grant committee and Board packet materials, ensuring complex financial and narrative summaries are accurate, visually coherent, and delivered on schedule.
  - **Financial Administration:** Manage payment communications, MOUs, and contract renewals for the assigned portfolio (target 15–20 partners)
  - **Knowledge Gained:** Deep operational command of the grant lifecycle, compliance requirements, and fidelity to Board-level reporting needs specific to the Youth portfolio.
- **Months 3-4: Data Execution and External Engagement**
  - **Portfolio Analysis:** Lead key data execution tasks, pulling portfolio metrics, managing initial analysis, and synthesizing trends into narrative sections of grant recommendation memos. This moves beyond basic compilation into informed administrative drafting.
  - **Event Ownership:** Lead all event planning and logistics for an upcoming small community convening or an internal Board event, taking full ownership of vendor contracts, scheduling, and ensuring a smooth guest experience.
  - **Relational Fieldwork:** Manage all site visit scheduling and coordination for the portfolio, conducting visits to deepen engagement, ensure program fidelity, and capture compelling stories from partners.
  - **Knowledge Gained:** Fund's brand style, advanced data analysis techniques, and

practical execution of community convenings.

- **Months 5-6: Program Support and Values Implementation**
  - **Program Facilitation:** Co-lead facilitation for one partner convening or anchor partner capacity building program (e.g., a financial reporting workshop), establishing presence and expertise in front of partners.
  - **Care in Practice:** Actively apply care principles in all partner interactions (e.g., proactive, flexible reporting deadlines, check-ins) and support the defined participatory grantmaking model execution by coordinating community panelists.
  - **External Content Drafting:** Begin drafting full external updates/newsletters and partner-facing communications for review by leadership, focusing on translating the Fund's DEIJL mission into public-facing narrative.
  - **Knowledge Gained:** Advanced exposure to program design, strategic recommendation frameworks, and robust application of the Fund's DEIJL values.

Responsibilities

The following functional responsibilities are core to the Senior Program Associate role, reflecting a clear focus on the highly administrative and data-intensive aspects of youth grantmaking.

- **Grants Management & Data Ownership (50%):**
  - Manage and maintain the integrity of the grants administration system (Salesforce), including comprehensive data entry, compliance tracking, and report management for portfolio.
  - Prepare all required financial and narrative materials for presentation to the grants committee and Board.
  - Conduct quantitative analysis of the youth grant portfolio data, pull key metrics and draft internal memos summarizing findings.
  - Prepare and manage all grant-related agreements, payment processing, and reporting deadlines.
  - Draft narrative sections of grant recommendation memos for Executive Director review.
- **Partner Relationship Management (20%):**
  - Serve as the primary day-to-day contact for the assigned portfolio (15–20 youth partners), handling routine inquiries and scheduling.
  - Coordinate all partner touchpoints, including site visits, check-ins, and coordination of MOUs/contract renewals.
  - Proactively apply the Fund's principles of care and capacity support in all partner interactions.
  - Actively support the execution of the defined participatory grantmaking model,

including logistical coordination for community panelists.

- **Administration & Internal Collaboration (20%):**
  - Actively participate in internal process development, contributing to the efficiency of administrative and talent activities (e.g., supporting interview panel logistics).
  - Support the Executive Director directly to ensure operational and programmatic alignment across the organization.
- **Communications & Convenings (10%):**
  - Lead full event planning and logistical coordination for board-related events and small community convenings (up to 50 attendees), including vendor management and scheduling.
  - Collect, organize, and manage content (photos, partner stories, updates) for external channels.
  - Draft external updates and newsletters, ensuring alignment with brand style and key programmatic narratives for review and publication
  - Coordinate logistics for anchor partner capacity building and programming events.

Candidate Profile

Required Qualifications

- Minimum of 3–5 years of professional experience in the nonprofit or philanthropic sector, preferably at the Program Manager-level or similar, with demonstrated end-to-end project ownership.
- Exceptional organizational, time-management, and detail-oriented skills, with the ability to manage complex administrative tasks (e.g., grants, contracts, data entry).
- Demonstrated strong relational and listening skills; proven ability to build and maintain community connections.
- Proficiency in database management (e.g., Salesforce).
- Commitment to the mission and values of The Maddox Fund, including DEIJL principles.

Recommended Qualifications

- Work experience in the youth or education sector, particularly within the Tennessee context.
- Experience with **Participatory Grantmaking** models or administering community panels.
- Experience in data design, analysis, and metric tracking.
- Experience drafting and publishing external communications (newsletters, blog posts).

Work Environment & Compensation Package

The Maddox Fund is a small, collaborative team based in Nashville, TN. The Senior Associate will work closely with the Executive Director, requiring active collaboration and participation in internal meetings and external events.

- Compensation: The competitive salary range is $73,000 – $78,000.
- Health Benefits: Health insurance is not provided for this position. The Fund provides a generous 17.5% employer contribution to healthcare needs.

Equal Employment Opportunity

The Dan and Margaret Maddox Fund is an equal opportunity employer. We are committed to a work environment that is free of discrimination and encourages all qualified applicants to apply, regardless of race, color, religion or creed, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or other protected characteristics.

How to apply

Please submit your resume and a brief cover letter explaining your interest in the role to careers@maddoxfund.org with the subject line "Senior Program Associate." Applications will be reviewed on a rolling basis until Friday, January 9, 2026.