

GRANTS AND PROGRAM COORDINATOR



About the Lenny Zakim Fund

The Lenny Zakim Fund (LZF or The Fund) is an innovative, values-driven Boston nonprofit organization that funds and supports grassroots organizations that are changemakers in their communities. Founded in 1995 by civil rights leader Lenny Zakim, LZF works to develop deep relationships with those in the community who are at the forefront of change and to build bridges among people and communities to advance social, economic, and racial justice.

Our mission is to listen to those most impacted by inequities at the grassroots and provide the funding, essential resources, and support they need to create lasting change. Our vision is for a more just and equitable world where communities thrive because of the contributions and leadership of grassroots organizations.

Over the past 31 years, The Fund has awarded over \$13.5 million in grants to 430 community-based organizations in eastern MA. Our 2026 grant portfolio consists of 49 grantee partners who received a combined total of \$669,000 in grants; the average grant being \$13,653.

LZF's current strategic plan runs through 2027 and calls for us to double down on our work with grassroots organizations by:

1. Increasing LZF's public profile as a charitable, public nonprofit organization and leveraging our role as a leader in philanthropy;
2. Expanding The Fund's programming and enhancing our annual grantmaking to increase and deepen our impact;
3. Leveraging LZF's revenue-generating potential; and,
4. Investing in our staffing capacity and organizational operations.

As a public charity, Lenny Zakim Fund relies on the generosity of our donors to support our annual operating budget, which includes our grantmaking. Our FY26 budget (1/1 to 12/31) is \$1.4 million. The Fund is run by a highly talented professional staff who are supported in our work by an active Board of Directors and numerous volunteers.

How We Work

LZF prioritizes communities or populations within Greater Boston and throughout eastern Massachusetts that have been historically marginalized, under-served, or under-resourced, which is where the greatest racial, economic, and social injustices have existed. We know grassroots leadership is integral to ensuring that programs are successful, culturally relevant, effective, and meet the needs of the communities they serve. We have four main program areas -- grantmaking, capacity-building, community-building, and field-building – that together comprise our [Theory of Impact](#).

Grantmaking

LZF intentionally focuses on grassroots organizations with annual operating budgets under \$350,000 and who are "below the radar" and thus not visible to other individual or institutional funders. Our work centers on seven funding areas:

- Access to Food, Housing, and Economic Security
- Children and Youth Development & Education
- Civil and Human Rights Advocacy and Support
- Health Promotion and Accessibility for All
- Organizing and Support for Immigrants & Refugees
- Violence Prevention, and Criminal Justice Reform, and Family Outreach
- LGBTQIA Community Support & Organizing

We practice trust-based, community-centered grantmaking, convening a committee of community representatives to read and evaluate grants, and providing unrestricted grant funding (up to \$20,000 annually) for up to five years.

Capacity and Community Building

LZF also provides grantee partners and their leaders with over \$30,000 worth of capacity-building and community-building programs annually, such as educational seminars and workshops, socials and convenings, executive coaching, and pro bono legal support. As our grantee partners continually attest, the highly customized capacity-building resources they receive from LZF are as valuable as the grant funding, and the connections they make with fellow grantee partners continue to flourish long after they have left our portfolio as active grantee partners.

Field Building

LZF plays an active role in the larger philanthropic ecosystem, sharing grassroots and capacity-building learnings with the field and collaborating with peer funders to deepen our impact. Being a LZF grantee is often seen as a "seal of approval" by other funders, and grantee partners exit our active portfolio well-positioned to attract larger, longer-term funders.

The Opportunity

LZF seeks a highly motivated and values-aligned individual with work experience in grants and/or nonprofit program management to serve as our Grants and Program Coordinator.

Reporting to and working under the direction and supervision of LZF's Deputy Director, the Grants and Program Coordinator will play a key role in LZF's annual grantmaking, serving as the main point of contact for grant applicants and LZF's current grantee partners. This person will also support the planning and execution of our capacity-building and community-building programs in collaboration with the full LZF team. The Grants and Program Coordinator will work closely with The Fund's Community Investments Committee (CIC) Co-Chairs who oversee LZF's grantmaking and programs. This person will also help advance LZF's mission and achieve the goals of our current Strategic Plan, specifically the goal to expand The Fund's programming and enhance our annual grantmaking to increase and deepen our impact.

Key Areas of Responsibility

The list below is not exhaustive and intended to provide a well-rounded picture of what the role looks like, both long term and day-to-day. The role is multi-faceted and will grow with candidate experience, moving quickly from operational support for LZF's grantmaking and programs to process management and program design. In the course of this work, the candidate will gain a broad understanding of the nonprofit and philanthropic sectors, learn about grantmaking (both financially and philosophically), have exposure to thought leaders throughout the sector, and gain insight into grassroots social justice work.

Grantmaking

- **Annual grant cycle & renewal**
 - Manage all grantmaking activities under the Executive Director's guidance: oversee the application process, applicant screening, site visits, volunteers, and reporting process.
 - Serve as first point of contact for prospective and renewal applicants; develop and facilitate virtual informational sessions for prospective applicants.
 - Coordinate feedback meetings for unsuccessful applicants.
 - Support grantee partners in timely completion of reporting requirements.
- **Community Investments Committee**
 - Co-manage the Community Investments Committee with the Deputy Director: serve as primary CIC Co-Chair contact, co-facilitate CIC and programs meetings.
 - Recruit, onboard, and staff CIC members and site visitors; prepare materials for grant review meetings.
 - Draft board memoranda on behalf of CIC Co-Chairs; collaborate with leadership to continuously improve grantmaking processes, data collection, and feedback loops.
- **Grant administration**
 - Communicate award decisions; prepare award letters, grant agreements, and collect banking information to ensure timely grant disbursement.
 - Review challenge match documentation and submit invoices for payment.
 - Maintain engagement tracking, grantmaking archives, and the Foundant grants management portal.

Capacity, Community, and Field Building Programs

- **Programs include:**
 - Seminars – monthly virtual trainings on a range of nonprofit management topics
 - Office Hours – weekly Zoom sessions with an LZF board member.
 - Transformational Leadership Cohort – year-long executive coaching program for current and former grantee partner leaders.
 - Annual Institute – full-day educational convening in June for grantee partners.
 - Catalytic Consulting – \$1,500 stipend to pursue a small project with a consultant.
 - Summer Socials and Annual Grantee Gathering – community events hosted across LZF's geographic area and a day long convening hosted alongside peer funders.
- **Program planning & execution support**
 - Support Deputy Director in the planning and execution of LZF's various capacity and community building programs.
 - Analyze grantee partners' needs and goals based on grant report and check-ins.

- Outreach to potential facilitators based on curriculum design.
- Track grantee partner usage (attendance) and feedback.
- Provide project management support for overall programs, tracking the overall arc and progress through planned offerings.
- **Program logistics**
 - Zoom set-up, space booking or rentals, facilitator scheduling, registration, catering, interpreters, and other logistics.
 - Serve as point person for LZF team, facilitators, and grantee partners for day-of needs (including some light tech support as needed).
 - Ensure LZF provides an accessible and welcoming physical or virtual space.
- **Grantee partner engagement**
 - Serve as a key point of contact; build long-term trust and relationships through in-person and virtual visits and attendance at grantee partner events; help grantee partners navigate LZF's capacity building offerings.
 - Facilitate virtual welcome sessions; conduct onboarding and annual check-ins.
 - Support grantee partners' follow-up efforts in-between offerings, including sharing contact information, recordings, or other resources and materials.
 - Co-manage LZF's grantee partner WhatsApp community, tracking shared resources and ensuring adherence to community guidelines.
- **Philanthropic community engagement**
 - Attend sector learning opportunities and represent LZF at external meetings and events with peer funders to grow LZF's visibility and relationships.
 - Support the roll-out of LZF's 30-year longitudinal impact study, including the planning and execution of an October 29, 2026 "Bridge Builder" event to share and discuss findings.

Additional Responsibilities

- Provide general event and fundraising support, including staffing LZF's fundraising events and other appropriate duties as assigned.
- Attend staff meetings, quarterly Board of Directors meetings (hybrid), and the annual spring board and staff retreat.

Work Expectations

As LZF's annual grants cycle involves traveling to grant applicant organizations to conduct site visits, often beyond the Greater Boston area, the Grants and Program Coordinator must have access to reliable transportation (i.e., valid driver's license).

The Grants and Program Coordinator role is a hybrid position. All LZF staff members are expected and must be able to work from LZF's office, located at 33 Arch Street in Boston, 3 days a week (Tuesday through Thursday). Employees are provided a LZF-owned laptop. LZF's offices are within a law firm; as we are guests of the firm, we are expected to maintain a certain level of professional decorum (including a business casual dress code).

LZF prioritizes offering programming at times that work for our grantee partners and meeting them where they're at. As a result, the Grants and Program Coordinator may occasionally be asked to work hours outside of the normal workday (i.e., early mornings, nights, or weekends).

Must-Have Qualifications and Skillsets

- **A commitment to social justice:** Strong alignment with LZF's mission, understanding of and engagement with critical issues in the field, and an understanding of how inequity shows up in systems, institutions, organizations, and interpersonal interactions.
- **Communication skills:** Excellent business writing, oral communication skills, and ability to present information, including quantitative data, to a variety of audiences in a compelling, logical, and error-free manner.
- **Interpersonal skills:** Excellent interpersonal skills, awareness of power dynamics, commitment and demonstrated ability to maintain confidentiality and build trust with diverse constituents.
- **Project management skills:** 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 the team. Ability to retain a sense of grace and humor under pressure.
- **Flexibility:** Ability to work flexibly both independently and collaboratively, particularly in support of other team members as needed.
- **Organizational skills:** Strong organizational and time management skills, including the ability to learn or build new systems and processes.
- **Office skills:** Comfort with email, digital workspace organization, scheduling, Microsoft Office Suite, and digital literacy (including AI tools).
- **Work experience:** LZF expects candidates to have 1-3 years of professional work experience (including substantive internship experience with significant responsibilities) in the nonprofit or philanthropic sectors.
- **Formal education:** Bachelor's degree or equivalent professional experience.
- **U.S. work authorization:** As a small nonprofit, we are unable to sponsor visas.

While not required, a strong Grants and Program Coordinator candidate may also possess one or more of the following:

- Domain knowledge or lived experience related to LZF's work (i.e., community organizing, immigration, workforce development, grassroots social justice, education, accessibility).
- Knowledge of the nonprofit landscape in eastern MA, particularly in Greater Boston.
- Understanding or experience with nonprofit capacity building as a provider or consultant.
- Experience with Foundant and Constant Contact, or other grants CRM and software.
- Fluency in languages frequently used by LZF grantee partners (currently American Sign Language, Spanish, or Vietnamese).

Compensation and Benefits

The Grants and Program Coordinator role is a 40 hour/week, exempt position, with a hiring salary range of \$60K to \$65K, commensurate with experience.

Benefits include:

- 4 weeks' paid vacation (following successful completion of a 90-day probationary period)
- Paid sick, personal, and volunteer time
- Health (70% subsidized) and dental insurance
- 401k retirement plan (eligible after 1 year of employment at LZF)
- MBTA monthly pass
- Monthly cell phone subsidy

LZF is a registered 501c3, and therefore employment at LZF qualifies for the Public Service Loan Forgiveness program and other loan relief programs for nonprofit employees.

To Apply

Please send your resume and cover letter to Tiffany Lau, Deputy Director, at tlau@thelennyzakimfund.org with “Grants and Program Coordinator Application” in the subject line. Your cover letter should provide examples of how you have demonstrated some of the must-have skillsets listed above.

Deadline: Wednesday, April 15, 2026. Applications will be reviewed on a rolling basis up until the deadline.

Hiring Process & Timeline

- One 30-minute Zoom screening interview, followed by two 60-minute interviews (Zoom or in-person), should applicant be invited to continue in the process between April 13 – May 8.
- Following the second interview, candidates moving forward will be asked to provide a writing sample and three professional references.
- Our goal is to make an offer by Friday, May 15.
- Target start date: Monday, June 1.

The Lenny Zakim Fund is an equal opportunity employer and is committed to building and maintaining a culturally diverse, equitable, inclusive team and a supportive and friendly work environment dedicated to social justice. We are dedicated to broadening opportunities for individuals from demographic groups historically underrepresented in nonprofit and philanthropy.