

POSITION:

Strategy Associate

ORGANIZATION:

Fidelity Foundations

ABOUT THE ORGANIZATION:

The Fidelity Foundations are a group of private foundations that fund a diverse set of programs on a national scale. The Foundations are committed to advancing the long-term vibrancy of communities through capacity-building investments in non-profits from across arts and culture, education, conservation, health, and economic opportunity. We have a deep history of funding organizations in Boston and New England for over 50 years. We also support non-profits that strengthen the communities in other regions of the country where Fidelity Investments employees live and work.

Today, the Foundations are at an important and exciting stage in our organizational history, having grown and evolved in recent years under new leadership. As our strategies and organization continue to develop, we are seeking individuals with skills and expertise that support the advancement and execution of a long-term portfolio of significant and strategic philanthropic investments.

As a capacity-building funder, the Foundations seek to make catalytic, lasting investments in non-profits at strategic inflection points and support projects that substantially enhance their impact and sustainability. Our values of excellence, integrity, respect, collaboration, and a deep sense of humility guide our grantmaking which is executed quietly, and most grants carry external anonymity.

ABOUT THE POSITION:

As a core member of the Fidelity Foundations' Strategy & Impact team, the Associate role is designed to help build an individual's strategy consulting toolkit (e.g., structured problem solving, rigorous data analysis, critical thinking, narrative development, writing for an executive audience) while providing the individual with broad exposure to a diverse set of social and environmental issues. This toolkit, honed with the investment of mentors and supervisors, will allow the Associate to take a critical role in key projects that increase the impact and efficiency of grantmaking at the Foundations.

Responsibilities include, but are not limited to the following:

- Contribute to strategy development by conducting quantitative and qualitative research and analysis (e.g., data analytics, literature review, interviews) to:
 - Deepen the Foundations' understanding of a sector or region, including identification of trends, best practices, opportunities, and gaps
 - Assess philanthropic and/or nonprofit landscape for a region or issue
 - Surface relevant philanthropic and nonprofit trends for consideration
- Synthesize findings to expand the knowledge base of Program Officers and/or Trustees
- Collaborate with and integrate feedback from colleagues (e.g., Senior Associates, Program Officers) to develop insightful, concise, and clear deliverables that communicate findings and analysis

Support other projects that help advance strategic grantmaking (e.g., tools for program staff, preparation for board meetings, nonprofit organization snapshots)

CANDIDATE REQUIREMENTS:

It is critically important that the Associate be a highly collaborative team player with a service-orientation who listens and communicates well. In addition, the successful candidate will need to undergo a comprehensive background check.

To be considered, candidates will possess a majority of the following professional and personal attributes and competencies:

- Bachelor's degree or equivalent
- Experience with qualitative and quantitative analysis
- Strong written and verbal communication skills
- Interest in and intellectual curiosity about social issues and/or nonprofit landscape in the US
- Demonstrated critical thinking skills; ability to assess information to draw sound conclusions
- Ability to move work forward independently and think big picture while applying a keen eye to detail
- Ability to multi-task and work flexibly and creatively within a fast-moving, complex environment
- Ability to effectively interact and collaborate with all levels of co-workers
- Sound judgment, integrity, humility, and respect for confidentiality
- Demonstrated facility with the Microsoft Office suite tools (e.g., PowerPoint, Excel, and Word), and ability to learn other software tools quickly

This position will be based in Boston, MA on a hybrid schedule; successful candidates will need to undergo a comprehensive background check.

COMPENSATION AND BENEFITS:

The Fidelity Foundations offers a competitive salary commensurate with experience, an annual performance-based bonus, and a comprehensive benefits package.

The Fidelity Foundations are committed to creating an equitable and inclusive professional environment. We encourage applications from candidates with a diversity of backgrounds, experiences, and perspectives.

TO APPLY:

Please submit your resume [here](#).