

## NOW HIRING: SENIOR PROGRAM ASSOCIATE

Location: Atlanta, Georgia | Hybrid (up to 25% travel)

Kindred Futures is currently operating under a hybrid work policy. Individuals may be required to work in the office or attend in-person meetings or events when it is necessary to carry out the duties and responsibilities of their job.

### ABOUT KINDRED FUTURES

Kindred Futures partners with Black Wealth Solution Providers in the South, redefining wealth so that Black people have the opportunity to contribute to and accelerate a just and inclusive economy. We are connected and committed to new models of abundance because we know that investing in people pushed to the economic fringes results in a thriving economy.

The Strategy & Impact department transforms vision into measurable change. Anchored in cooperative economics and a community wealth building framework, surface, seed, and scale market ready solutions that expand collective, sustainable wealth for Black communities. From worker owned enterprises to strengthening the small business ecosystem, we cultivate and invest in strategic partnerships, harness data driven insights, and seek to build cooperative economies through a unified results agenda—driving transformational change across the South.

### ABOUT THE ROLE

As Senior Program Associate, you translate bold ideas into disciplined execution—building clear work plans, tracking resources, and surfacing insights that keep every initiative on schedule, on budget, and laser-focused on outcomes. In this role you steward the full program lifecycle—from development to implementation, to impact — ensuring measurable progress at each milestone.

### KEY RESPONSIBILITIES

- **Project & Program Management** – Translate strategic goals into detailed project plans with milestones, OKRs and deliverables in project management platform; maintain an integrated program dashboard that conveys status, timeline, risk, and next steps.
- **Budget & Expense Management** – Build, monitor, and adjust project and grant budgets; reconcile expenses with budget.
- **Grant Implementation & Compliance** – Lead post award workflow, ensuring all grant terms, reporting schedules, and branding requirements are met; coordinate across teams to confirm deliverables and data collection protocols.
- **Data & Dashboard Development** – Design, build, and maintain real-time dashboards that produce quarterly insights and translate data into strategic recommendations.
- **Managing Up & Across** – Provide concise, data rich briefings and decision support materials to leadership and cross departmental teams; facilitate cross-team meetings, prepare pre-reads, document action items, and ensure closure.
- **Partnership & Community Engagement** – Coordinate meetings, site visits, and workshops with anchor institutions and strategic partners; represent Kindred Futures across the South.

Travel Requirements: Up to 25% domestic travel, primarily within the Southeastern United States; some evenings/weekends.

## WHO YOU ARE (IDEAL CANDIDATE)

- **Results & Accountability** – With equal parts urgency and rigor, you drive complex initiatives from concept to impact, keeping workstreams efficient, transparent, and financially sound.
- **Relationship Catalyst** – Your talent for listening and influencing turns potential silos into trusted alliances that accelerate impact.
- **Structural Equity** – You interrogate how policies, power, and capital flows shape racialized outcomes, and craft strategies that redistribute resources and decision-making to Black communities.
- **Adaptive & Innovative** – In fast-moving contexts, you are able to assess the landscape, spot opportunities, and build minimum-viable solutions that evolve into high-impact programs.

## QUALIFICATIONS

- **Education & Experience** – A minimum of 5-7 years' experience in program or project management, community economic development, or grant administration; proven success implementing multistakeholder grant programs and managing budgets.
- **Technical Skills** – Advanced proficiency with project management software (Monday.com) and spreadsheets; financial acumen including budget creation and grant compliance.
- **Interpersonal & Community Engagement** – Strong organizational skills for coordinating logistics across workshops and events; experience working with grassroots organizations, anchor institutions, and community-based organizations.
- **Excellent writing skills** – Shape documents (grant proposals, impact reports, thought-leadership articles) with precision and voice, ensuring consistency, and clarity.
- **Grants & Program Stewardship** – Oversee the full grant lifecycle—planning, implementation, reporting—while aligning budgets, deliverables, and compliance requirements to drive measurable impact.
- **Communication and Problem Solving** - Utilize active listening and analytical thinking to synthesize perspectives, frame decisions, and move from complexity to clarity and action

## CORE COMPETENCIES

Results & Deliverables Orientation • Analytical Rigor & Data • Cross Functional Collaboration & Influence

## COMPENSATION & BENEFITS

The salary range for this position is **\$75,000 - \$85,000**, based upon experience. Kindred Futures staff receive a comprehensive benefits package, including employer-sponsored health, vision, dental insurance, paid time off, and professional development opportunities. We operate with a **flexible, hybrid work environment**.

**HOW TO APPLY**

Submit cover letter, résumé, and three references to [hr@kinfutures.org](mailto:hr@kinfutures.org) with the subject line: Senior Program Associate Application. Applications will be reviewed on a rolling basis until the position is filled.

**EQUAL EMPLOYMENT OPPORTUNITY**

Kindred Futures provides equal employment opportunities to all employees and applicants regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, marital status, veteran status, or any other characteristic protected by federal, state, or local law. We value diverse perspectives and are committed to building a team that reflects the communities we serve.