

Program Associate | Main Street Community Foundation (Bristol, CT)

Application Deadline: September 30, 2026

Entry level opportunity to support Main Street Community Foundation's operations and grantmaking programs with strong community presence in Bristol, Southington and surrounding towns

Full-Time | Salary commensurate with experience

Inspire Impact. Empower Communities. Shape the Future.

Main Street Community Foundation (MSCF) is seeking a **Program Associate** who will have primary responsibility for general administrative support for the Foundation's operations and grantmaking programs, including scholarship and general office administration. This position requires a deep belief and commitment in the nonprofit work and professional culture of Main Street Community Foundation. Together with all staff, they have the responsibility for understanding the services of the Foundation to promote local philanthropy, community engagement, and impactful grantmaking strategies.

What You'll Do

- Provide general operational and administrative support to the Foundation team primarily general grantmaking, scholarships, special projects and initiatives
 - Serve as a point of contact for grantee partners and applicants
 - Help cultivate a welcoming, responsive, and relationship-centered experience for current and prospective grantees, volunteers, donors, and guests to the Foundation office
 - Assist all phases of the grantmaking cycles including application assistance, due diligence, committee review preparation, award processing, and reporting
 - Support grantmaking team to maintain accurate grantee records, conduct research on prospective grantees, and participate on occasional site visits
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What You Bring

- A minimum of a Bachelor's degree and 1-3 years of experience in nonprofit administration, philanthropy, grants management, communications, or a related field
- Strong project management skills with the ability to manage multiple priorities and deadlines
- Good judgement, strong attention to detail, and commitment to a high performing work environment
- Experience using and ability to learn new technologies and digital tools, including grantmaking systems and databases

Why Join Us?

At MSCF, we are committed to excellence, integrity, inclusiveness, and transparency. This is more than a job—it's an opportunity to uplift lives, steward meaningful giving, and leave a legacy. We offer:

- A mission-driven, supportive workplace
- Professional development opportunities
- A chance to lead meaningful change in vibrant CT communities

Full job description available upon request by emailing Susan@mainstreetfoundation.org

To Apply

Submit your cover letter (with salary requirements) and resume to:

Susan Sadecki, President & CEO

Susan@mainstreetfoundation.org

Or by mail: Main Street Community Foundation, P.O. Box 2702, Bristol, CT 06011-2702

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