



## Capacity Building Professional Job Description

**Classification:** Non-Exempt, Hourly

**Schedule:** Flexible hours. Requires dedicated home office and some in-person meetings.

**Position Description:** Provide capacity building services to nonprofit clients which includes teaching workshops, coaching, facilitating strategic conversations, supporting the advancement of diversity, inclusion and equity, and providing deep, ongoing progressive support.

### **Nonprofit Network organizational values integrated into all practices:**

- **Diversity and Inclusion:** Nonprofit Network strives to be a model of inclusion. We engage all people with dignity and respect. We believe that bringing diverse individuals together is essential to effectively address the issues that face current and perspective partners.
- **Integrity:** Nonprofit Network respects ethical principles, moral character, honest, and transparency. We believe integrity increases public confidence and trust. We lead by example. We demonstrate the practices we teach.
- **Respect:** Nonprofit Network listens deeply to what each person has to say and provides opportunities for diverse people to talk and influence each other. We believe we have a mutual positive impact on each other.
- **Continuous Learning:** Nonprofit Network honors the path from novice to expert performance. We learn from our experiences and shape our services accordingly. We envision our potential. We seek constant expansion of skills and mind-sets through continues learning.

### **Responsibilities**

Provide capacity building services to clients and members under supervision of the Executive Director, which includes:

#### **Strategy and Governance Advising**

- Assessing organizational strengths and challenges
- Assessing the organizational capacity of nonprofit clients and guiding their approach to improve and strengthen organizational systems and governance

#### **Data Collection and Analysis**

- Reviewing and summarizing secondary data, including reports and client background materials
- Developing written reports and presentations summarizing analysis and recommendations

#### **Facilitation and Presentation**

- Planning and helping facilitate meetings with boards, staff members and other stakeholders
- Developing meeting agendas and meeting reports
- Preparing and assisting in making presentations to clients

#### **Project Management**

- Providing day-to-day project management
- Developing and monitoring project work plans and budgets

#### **Client Relations**

- Building client relations, including email and telephone communication, and in-person meetings
- Providing excellent customer service to clients by being responsive, helpful and resourceful.

## Supporting Nonprofit Network

- Working with NN teams in the development and implementation of strategies to attract new mission-driven work to Nonprofit Network
- Researching, identifying prospective nonprofit clients, and following up on leads
- Helping prepare for and participate in meetings with prospective clients
- Preparing proposals, including proposed budgets and work plans
- Representing Nonprofit Network at sector conferences and meetings
- Blogging and writing, through social media and other outlets, on issues and events in the firm's service areas

## Desired Skills/Background

### Education/Experience

- Demonstrated experience in the nonprofit sector and/or a degree relevant to nonprofit governance and management.
- Experience working in diverse communities and across social, economic, and cultural differences.
- Previous experience as a consultant preferred.

### Qualifications

- Demonstrate commitment to the values of diversity, equity and inclusion.
- Leading and actively participating in team meetings to discuss and develop findings and recommendations.
- **Exceptional writing skills:** Consultants must have the ability to present complex concepts, findings and recommendations in succinct, salient, and readable reports and memos.
- **Exceptional analytical skills:** Ability to tackle large and complex problems in topic areas of interest to our clients by parsing out issues, weighing pros and cons, and developing recommendations.
- **Strong oral communication and presentation skills:** Ability to facilitate meetings, present reports, and think on your feet in meetings.
- **Strong client relations skills:** Ability to pick up on different organizational cultures and work with a wide range of different types of nonprofit leadership, including boards.
- **Excellent interpersonal skills:** Ability to work well both as a member of a team and independently.
- **Strong organizational skills** and attention to detail.
- **Self-starter:** Ability to manage and prioritize work in a fast-paced environment and delegate work efficiently.
- **Strong capacity to be self-reflective,** commitment to personal and professional growth; Intellectual curiosity, creativity, strong desire and capacity for diversity in professional challenges.
- Intermediate to advanced skills in Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) and Internet search engines and databases. Familiarity with Survey Monkey preferred.

Hourly: Range \$30 - \$35/hour. Commensurate with experience; competitive benefits package.

To Apply: Please submit a resume, cover letter demonstrating consulting experience and three references to;  
[Info@Nonprofnetwork.org](mailto:Info@Nonprofnetwork.org) ~ **No telephone calls, please.**

Regina Pinney, Executive Director

[info@Nonprofnetwork.org](mailto:info@Nonprofnetwork.org)

[Nonprofit Network](#)

2800 Springport Road

Jackson MI 49202

Nonprofit Network is a nonprofit, equal opportunity employer. Each position at the organization is filled by the best qualified applicant available. Nonprofit Network does not discriminate against employees or applicants on any legally protected basis, including, but not limited to, race, color, creed, religion, gender, gender identity, marital status, sexual orientation, national origin, ancestry, veteran's status, age, or disability which does not interfere with an individual's ability to perform the essential functions of his or her job position with or without reasonable accommodation. Nonprofit Network will provide equal opportunities in hiring, promotions, wages, benefits and other privileges, terms, and conditions of employment. *Edited 10/9/19*