



## Capacity Building Program Manager Job Description

**Reports to:** Director of Capacity Building

**Salary:** \$65,000 to \$70,000 annually

**Benefits:** Paid medical, vision, and dental insurance; 12 paid holidays, including 3 floating holidays; paid office closures the week of the 4th of July and between December 24th and January 1st; 12 vacation days and 12 Sick and Safe Time days in the first year of employment; access to a 401K retirement plan (no employer match) and free personalized retirement planning advisors; monthly stipends for work-related travel and cell phone expenses; encouragement and support of professional development.

**Term of Employment:** May 1, 2022 - April 30, 2023 Temporary one year contract, renewable upon mutual agreement.

**Hours:** Full time (40 hours/week) Non-Exempt

**Location:** Due to the pandemic, Communities Rise (CR) staff have been working from home. Once it is safe to reopen the offices, this position will require some physical presence at our Seattle office, as well as an ability to attend trainings and workshops in the community.

### About Communities Rise

Communities Rise's mission is to foster movements to build power in communities impacted by systemic oppression. To create a more equitable system we pursue cross-sector collaborations and provide capacity building and legal services for community organizations and microenterprises.

- **Cross-Sector Collaborations** – We team up with funders, community organizations and community leaders to co-design, implement, and elevate initiatives for equity, diversity, and inclusion.
- **Capacity Building** – We build capacity in community organizations working in communities impacted by systemic oppression through our nonprofit cohort program, grant writing, and fundraising clinics.
- **Legal Services and Trainings** – We provide legal support to nonprofit organizations and microenterprises on their business legal needs through legal clinics and legal trainings.

### About the Role

*As the Capacity Building Program Manager* you will act as a member of Communities Rise's Capacity Building team and will report to the Director of Capacity Building. With the Capacity Building team, you will plan and execute CR's Organizational Capacity-Building pillar of work through a racial equity lens and in response to emergent needs expressed by organizations led primarily by persons of color. Your primary responsibility is coaching and planning for one of our signature Capacity Building Cohorts in and around Bellevue, as well as various other programs in the King County areas. Through collaboration and connection, you will create and build relationships, facilitate, coach, consult and motivate cohort members on their overall organizational development based on their individual needs.

### Job Description



- Capacity Building Cohort - Asset-based and culturally-responsive coaching to grassroots nonprofit leaders of color on a variety of topics including but not limited to: strategic planning, operations, board development, fundraising, HR, program design and evaluation.
  - Work with Director of Capacity Building and other Capacity Building Program Manager to plan, design and implement capacity building cohort
  - Timely completion of agency records including coaching notes, cohort files and tracking documents
  - Provide technical assistance on a broad selection of topics, including the development of grant proposals, primarily with grassroots BIPOC-led nonprofits
  - Lead planning and facilitation of monthly capacity building cohort events, including workshops, Peer Learning Community meetings
  - Work with other Capacity Building Program Manager to communicate regularly with cohort about capacity building opportunities
  - Work with capacity building staff to support cohort alumni planning committee, including resource development for the cohort alumni collective
- Community Connections
  - Building and strengthening relationships with community members and strategic partners, including attending events to represent Communities Rise
  - Cultivate relationships in community with skilled volunteers and consultants with capacity and skills to support CR clients, and who align with CR values
  - Work with Director of Capacity Building and Development Director to plan and implement RFP technical assistance for funders
- Administrative and Internal Org Development Work
  - Supporting the Communities Rise team around agency-wide events and planning, such as our annual VOICES dinner and fundraiser or strategic planning efforts
  - Work collaboratively with staff, board members, constituents, institutional partners and volunteers
  - Partner with Development Director to produce client stories and testimonials for CR publications and reports
  - Meet regularly with Capacity Building team to share cohort updates and plan for future Capacity Building work
  - Take action to combat racism and anti-blackness; work to support solidarity with all marginalized peoples through ongoing internal work and engagement in organization opportunities when offered.

**Qualifications:** Paid, volunteer, academic, and other life experience are acceptable

- Three years of experience in organizational development, and/or holding a leadership role at a community based organization
- Experience with capacity building opportunities as a recipient or a provider
- Experience facilitating peer-to-peer or group conversations
- Experience working on issues of race equity and oppression that includes the ability to assess power dynamics, resolve conflicts, and adjust and respond to organizational needs as they arise



- Empathy, cultural humility, and a desire to build authentic relationships in partnership with community
- Interest in learning more about nonprofit shared leadership models
- Creative, flexible, and community-minded approach to solving problems and willingness to carry out the wide-ranging and often shifting responsibilities of a small and evolving nonprofit;
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint). Our office uses Google Workspace and Slack.
- Laughter and a sense of humor to your work
- Those with familiarity, experience, and relationships with the Eastside King County community are encouraged to apply

The Capacity Building Program Manager may be assigned other related duties as our work continues to grow and new opportunities arise. This position will be required to work evenings from time to time.

#### **How to Apply/Application Timeline**

By April 8th, 2022, email your resume and 2-3 paragraphs in the body of your email telling us why you are interested in joining our team, about your experience in the community and with coaching organizations, why this work is important to you, and where you learned about the position to [jobs@communities-rise.org](mailto:jobs@communities-rise.org). Please include "Capacity Building Program Manager" in the subject line. Applications will be reviewed on a rolling basis, and selected candidates will participate in 2 interviews, both held virtually. We are aiming to give an offer around the end of April. We would like the position's start date to be early May 2022.

*Communities Rise is an Equal Opportunity Employer and welcomes and encourages people from communities of color, people with disabilities, indigenous, refugee, immigrant, working class, and/or LGBTQ communities to apply for this position. Communities Rise will provide, excepting any undue hardship, reasonable accommodations for candidates taking part in all aspects of the hiring process.*