Capacity Building Program Manager

Preferred Start Date: April 23rd, 2024
Location: Candidate must live in Washington State for this position. Communities Rise is currently working remotely. When Communities Rise returns to in-person work, this position may require regular presence at the office. The position requires occasional in-person meetings and events in the Seattle metro area.
Classification: Full time (40 hours/week) Exempt, Monday through Friday
Reports To: Co-Executive Director, Capacity Building
Salary: $70,000 annually
Benefits: Paid medical, vision, and dental insurance; 13 paid holidays plus week-long office closures in July and December; 12 vacation days and 12 Sick and Safe Time days in the first year; 100% of Paid Family and Medical Leave premiums paid by employer, 401K retirement plan and access to free personalized retirement planning advisors; monthly stipends for remote work and personal phone expenses; and paid professional development expenses

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 small businesses.

- **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 small businesses on their business legal needs through direct representation, legal clinics, and legal trainings.

About the Role
This *Capacity Building Program Manager* role will act as a member of Communities Rise’s Capacity Building team, and will plan and execute CR’s Organizational Capacity-Building pillar of work through a racial equity lens. This role will work in response to emergent needs expressed by organizations led primarily by persons of color. Your primary responsibility is planning and implementing our fundraising clinics, grant writing programming and capacity building cohort(s). Through collaboration and connection, you will create and build relationships, facilitate, consult, and motivate organizational leaders on their overall organizational development based on their individual needs.
Responsibilities

Grant Writing and Fundraising Technical Assistance Support (35%): *Lead the implementation and planning of bi-monthly fundraising clinics, as well as coordinate with external consultants to offer grant writing technical assistance to nonprofit organizations. This role will additionally support infrequent equity trainings with funders as part of our work to make funding systems more accessible.*

- Work with other Capacity Building Program Manager to plan and implement equity trainings for funding decision making panels
- Lead the scheduling and staffing of our bi-monthly fundraising clinic; including scheduling clients by email and phone
- Coordinate with CR’s network of skilled volunteers and consultants to offer grant writing technical assistance to nonprofit organizations
- Lead the scheduling and staffing of our ad hoc grant writing assistance offerings, in partnership with funders
- Collaborate with Capacity Building team to discuss funding opportunities related to the fundraising clinic and technical assistance offerings with potential funders

Capacity Building Cohorts (35%): *Offer asset-based and culturally-responsive trainings to grassroots nonprofit leaders of color, on topics like strategic planning, operations, and board development. Additionally, this role will provide key planning and tracking support to our existing and future cohort programs.*

- Work with other Capacity Building Program Manager and Capacity Building Coach to plan, design and implement capacity building cohort(s)
- Work with other Capacity Building Program Manager to plan and and facilitate monthly capacity building cohort events, including workshops and Peer Learning Community meetings
- Work with other Capacity Building Program Manager to communicate regularly with cohort about capacity building opportunities and program updates
- Provide technical assistance on a broad selection of organizational development topics, primarily with grassroots BIPOC-led nonprofits
- Collaborate with Capacity Building team to discuss funding opportunities related to cohort programs with potential funders

Community Engagement and Outreach (20%): *Coordinate with CB team and cohort alumni to put on alumni gatherings. This role will also work with other CR teams to promote capacity building programs to potential program participants.*

- Work with other Capacity Building Program Manager to plan and implement cohort alumni events, driven by alumni feedback
- Partner with Development team and Co–Executive Director, Capacity Building to promote team programs
- Building and strengthening relationships with community members and strategic partners, including attending events to represent Communities Rise
- Coordinate with Legal Team and community consultants to promote CR’s programs through our Community Connectors program
Program Reporting (5%):
- Enter relevant program data into Salesforce database for recordkeeping and funder reporting
- Revise and maintain program progress tracking systems, both within and outside of Salesforce
- Timely completion of agency records including coaching notes, cohort files and tracking documents
- Coordinate with capacity building team to support reporting on program activities

Other Duties as Assigned (5%):
- This may include such work as participating in staff meetings and other administrative work, as well as ad-hoc organizational development and strategic planning responsibilities as assigned by the Co-Executive Director, Capacity Building
- Meet regularly with Capacity Building team to discuss program updates and plan for future Capacity Building work

Required Qualifications: We understand there may be stellar candidates who possess some, but not all of the required and preferred qualifications listed below. We welcome candidates with any relevant personal and professional experience who match some of these qualifications to apply.

- You must live and be authorized to work in Washington State
- Alignment with Communities Rise’s mission and commitment to racial equity and centering our work around communities of color and communities impacted by structural oppression
- This position requires occasional in-person meetings and events. Communities Rise is currently working remotely. When we return to in-person work, this position may require regular presence at the office.
- Three years of experience in organizational development and capacity building, and/or holding a leadership role at a community based organization
- Two years experience facilitating peer-to-peer or group conversations
- Experience with capacity building opportunities as a recipient or a provider
- Approach to capacity building is rooted in familiarity with community needs, and centers community knowledge and experience
- 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

Preferred Qualifications
- Interest in working collaboratively as a team, as well as independently
- Interest in co-creating and maintaining program tracking systems
- Interest in learning more about nonprofit shared leadership models
- Creative, flexible, and community-minded approach to solving problems
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint). Our office uses Google Workspace and Slack.
Those with familiarity, experience, and relationships with the East and South King County community are encouraged to apply.

Instructions to Apply: The priority application deadline is March 8th, 2024. Applications received after this date will be reviewed on a rolling basis until the position is filled. Please email jobs@communities-rise.org with your resume and a cover letter describing:

- Your interest in Communities Rise’s mission
- Your professional or personal experience which makes you a strong fit for this role
- Other

Please include “Capacity Building Program Manager” in the subject line and note where you learned about this position. Candidates selected for an interview will be asked to provide 3 references. All interviews will be conducted over the phone and Zoom.

Communities Rise is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. We encourage people from communities of color, people with disabilities, indigenous, refugee, immigrant, working class, and/or LGBTQIA+ 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. To request assistance or accommodations, please contact jobs@communities-rise.org.