



Job title	CAPACITY BUILDING SPECIALIST (PART-TIME), WASHINGTON, DC
Reports to	DIRECTOR OF DC PROGRAMS

ABOUT FAIR CHANCE

Fair Chance envisions a world where every child succeeds.

We strengthen the sustainability and performance of small, community-based nonprofits to achieve **life-changing results** for children and youth experiencing poverty. We select nonprofits ready to take their leadership and organizations to the next level and provide them with a customized 8-36 month work plan aimed at strengthening the nonprofit's impact, sustainability, and success—free of charge.

Since 2002, Fair Chance has partnered with **over 120 nonprofits**, tackling issues from job readiness to health, literacy to homelessness. Together, we've reached more than **100,000 children youth and families and are laying the groundwork for deepening programmatic impact and geographic expansion**. For more information, please visit www.fairchance.org.

POSITION OVERVIEW

The Capacity Building Specialist works extensively with the executive directors, boards, and staff of community-based nonprofits to build their capacity to transform the lives of children, youth, and families experiencing poverty. The successful candidate serves as a coach, skills builder, and thought partner for nonprofit leaders in Fair Chance's Pathways Partnership. This position reports to the Director of DC Programs and works collaboratively with a team of professional and support staff.

DUTIES AND RESPONSIBILITIES

Capacity Building

Deliver targeted capacity-building to a portfolio of **up to two** small, community-based nonprofits serving children, youth, and families experiencing poverty in DC.

- Work with executive directors and board representatives of community-based nonprofits to assess their capacity building needs and co-create customized organizational development work plans that align with their identified priorities and areas of growth.
- Provide organizational management support to fit individual leadership styles with an emphasis on continuous learning and systems development. Areas of capacity building work include: executive coaching; board development; fundraising; leadership & management; and program evaluation.
- Hold weekly meetings with Executive Directors or board representatives to accomplish capacity building goals.
- Review applications from community-based nonprofits and participate in the partner selection process.
- Co-design and facilitate new partner orientation, workshops, a leadership discussion group series, and an end of partnership celebration event.
- Administer program assessments and provide status updates to communicate progress towards achieving programmatic milestones.
- Participate in program planning, implementation and status update meetings.

- Maintain up-to-date and accurate documentation of capacity building work and ensure all reporting requirements are met.

Knowledge Sharing

- Meet regularly with the Fair Chance Staff, Program, and Pathways Teams for learning and planning, sharing of accomplishments and challenges, and organization and program operations discussions.
- Contribute to the creation and development of the Fair Chance capacity building resources by researching, enhancing, and adding to our capacity building knowledge base and tools.
- Develop and prepare partnership stories and information as requested for Fair Chance’s communications and development needs.
- Represent Fair Chance and build visibility with community residents, community leaders and other nonprofits.
- Attend and actively participate in internal meetings, as needed.

QUALIFICATIONS & REQUIREMENTS

The Capacity Building Specialist will have demonstrated achievement in previous capacity building or leadership roles; a commitment to youth and social justice; and an established understanding of community issues and the nonprofit sector in Washington, DC.

- Minimum of 3 years of experience providing organizational development/technical assistance to nonprofits or serving as a nonprofit Executive Director
- Minimum of 3 years of experience working in the following areas: executive coaching; board development; financial management; fundraising; human resources; leadership & management; outreach & communications; planning & strategy; and program evaluation.
- Ability to work some evenings and weekends.

DESIRED COMPETENCIES

- Demonstrated knowledge of adult learning styles, participatory training design, interactive learning methods, systems theory and quality improvement processes, principles of customer service, conflict resolution, group dynamics, group process facilitation, presentation skills and project management.
- Academic degree or certification in organizational development, nonprofit management, or coaching preferred.
- Understand issues faced by grassroots organizations serving children, youth and families experiencing poverty in urban settings.
- Understand issues of race and equity, an awareness of one’s own biases, and the ability to bring that understanding and awareness to the work of Fair Chance.
- Experience addressing diversity, equity and inclusion in community-based nonprofits.
- Experience with curriculum development.
- Experience conducting organizational assessments.
- Exceptional relationship-building, listening, coaching, and interpersonal skills; Ability to work with varying work styles and meet people where they are without judgement; Collaborative and team-oriented working style.
- Self-starter with strong organizational and time management skills; Proven ability to handle multiple projects and meet deadlines.
- Strong written and verbal communication skills.

- Flexible, energetic, positive, and passionate about Fair Chance’s mission.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook required. Familiarity with Box, Salesforce, Slack, Smart Sheet, and Survey Monkey preferred.

COMPENSATION

This is a part-time position with an average work schedule of 20 hours per week. The compensation range for this position is \$32,500 to \$37,500. Fair Chance is presently putting in place a new compensation structure, using the [Pay Scale Equity Calculator](#) process developed by Vega Mala Consulting, and we expect the range for this position to increase somewhat.

Fair Chance is an Equal Opportunity Employer. We value diversity: we are, and want to continue to be, a staff of multiple ethnicities, identities, perspectives, and life experiences. We believe in and respect how this strengthens our work. Therefore, we are seeking qualified candidates from all backgrounds who believe in our mission and align with our values.

HOW TO APPLY

Applicants should send a resume and cover letter to Fair Chance by clicking [HERE](#). In the cover letter, please include

1. Your unique qualifications for this position.
2. Your lived experience with racism and/or inequity.