



JOB DESCRIPTION

JOB TITLE:	Capacity Building Program Director
DEPARTMENT:	Community Engagement
REPORTS TO:	Executive Director of Constituent Relations and Program Evaluation
EFFECTIVE DATE:	
CLASSIFICATION:	Exempt

POSITION SUMMARY: The Capacity Building Program Director curates and runs nonprofit peer learning cohorts geared to building and implementing capacity plans and designs and implements ongoing peer engagement activities for the second- and third-year cohort members along with the post cohort affiliate members.

PROGRAM MISSION: To help nonprofit organizations in San Antonio become more efficient, effective, and cooperative so that more families and children gain access to the help they need to flourish.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Stewardship, Hospitality, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Build community relationships with nonprofits, funders, and other community leaders that lead to quality nonprofit organization referrals to meet the annual vetting and recruitment goals for the Capacity Building program.
- Facilitate peer learning gatherings and retreats.
- Act as an intermediary for the impact assessment tool used by the Capacity Building Cohorts.
- Meet routinely with cohort members to deepen trust and facilitate progress on capacity plan completion.
- Meet with 2nd and 3rd year cohort organizational leaders two times annually to ensure progress on capacity goals and for ongoing learning.
- Design, implement, and report on surveys and other learning tools to ensure goals of the program align to intended program outcomes.

- Maintain a quality Consulting Directory tool for the cohort members.
- Develop ongoing peer learning opportunities that align to the capacity building needs of the cohort/affiliate members.
- Develop relationships with other capacity building organizations for program coordination and partnering opportunities.
- Attend annual trainings to ensure best practice applications are employed.

QUALIFICATIONS:

- Minimum of bachelor’s degree in a Human Services field
- Five plus years in a nonprofit leadership role
- Capacity Building Philanthropy field or related experience a plus
- Deep knowledge of San Antonio’s nonprofit landscape a plus
- Demonstrated experience in group facilitation

COMPETENCIES-Knowledge, Skills, and Abilities:

- Relationship oriented
- Continuous learning mindset
- Ability to review and distill/interpret formal assessments
- Group Facilitation
- Use of Logic Models for planning and effectiveness
- Event Planning
- Excellent Written and Oral Communication skills
- Public Speaking
- Networking skills
- Design Thinking
- Team Oriented

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee may occasionally lift and/or move items up to 25 pounds.
- Requires frequent and flexible travel within San Antonio and occasional travel outside of the city.

WORK ENVIRONMENT:

- This job operates in a professional office environment.
- This position may occasionally work in a camp or retreat setting.
- This role routinely uses standard office equipment such as computers, phones and multi-function printers.
- Ability to work outside on uneven terrain and in varying weather and environmental conditions.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE