



JOB DESCRIPTION

Employee Name

JOB TITLE:	Capacity Building Program Director
DEPARTMENT:	Community Engagement
REPORTS TO:	Vice President–Community Engagement & Communications
EFFECTIVE DATE:	
CLASSIFICATION:	Exempt

POSITION SUMMARY: The capacity building director is a San Antonio-based position that oversees all aspects of the Foundation’s capacity building program. This position is responsible for ongoing program design, building a missionally aligned base of prospective nonprofit participants, and facilitating relationships and convening leaders through cohorts and other gatherings. The director also engages missionally aligned partnerships with other local capacity building funders.

PROGRAM MISSION: To help nonprofit organizations primarily in San Antonio become more efficient, effective, and cooperative so that families and children in under resourced parts of the city flourish.

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

ESSENTIAL FUNCTIONS:

- Build quality relationships with nonprofit leaders and other community leaders to support the organizational capacity building goals through one-on-one meetings, network functions, and attendance of key community functions.
- Design, implement and facilitate capacity building programming for nonprofit leaders in line with the mission of the program including cohorts, peer learning events, and affiliate network programming:
 - 3-year capacity planning cohort with small to mid-sized organizations serving families and children
 - 1-year of intense programming, including 3 half-day sessions and two overnight retreats
 - Organizational assessment administration and coaching sessions

- Stakeholder mapping
 - Ongoing peer engagement events
 - 6-month check-ins with partners
- One-year cohort with small organizations in partnership with a local funder
 - 2 to 3 in person gatherings
 - Organizational assessment administration and coaching sessions
- Peer Learning Sessions
 - Work with experts to facilitate programming that aligns with stated capacity plan goals.
- Monthly e-communication with curated capacity building opportunities for network members.
- Emerging new initiatives
- Trust-based grant administration.
- Act as an intermediary and coach for the impact assessment tool with nonprofit partners.
- Meet routinely with capacity building cohort nonprofit partners to deepen trust and understand capacity plan progress and execution.
- Develop relationships with other capacity building organizations and funders for program coordination and partnering opportunities.
- Attend annual trainings and meet with other capacity building programs to ensure best practice applications are employed.
- Design, Implement, and report on surveys and other learning modalities to ensure goals of the program align to intended program outcomes.
- Create timely program progress reports.
- Create and administer the annual program budget.
- Work with the Foundation's community engagement team members to support and engage in overlapping strategies and community partner relationships.

QUALIFICATIONS:

- Minimum of Bachelors' 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 and program design

COMPETENCIES-Knowledge, Skills, and Abilities:

- Relationship oriented
- Continuous learning mindset
- Ability to review and distill/interpret formal assessments
- Group facilitation
- Use of impact measurement frameworks for planning and effectiveness
- Event planning
- Excellent written and oral communication skills

- Public speaking
- Networking
- Systems and design thinking
- Team oriented
- Experience working with underrepresented communities

PHYSICAL REQUIREMENTS:

- The employee may occasionally lift and/or move items up to 25 pounds
- Occasional travel may apply

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
- Ability to work varying schedules based on program needs, including some weekends

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

SUPERVISOR SIGNATURE

DATE