



## **POSITION DESCRIPTION**

**Title:** Manager, Capacity-Building

**FLSA Status:** Salaried, Exempt

**Department:** Administration

**Reports To:** Director, People & Programs

**Salary:** \$56,000 - \$65,000 fulltime, exempt

### **About Us**

AMPT: Advancing Nonprofits (AMPT) is a capacity-building organization committed to strengthening the organizational health and supporting long-term development of small nonprofits on Chicago's West and South sides. AMPT prioritizes Black and Latine leaders working to amplify, build power within, support communities of color in thriving and living happy healthy lives while simultaneously working to transform philanthropy by addressing systemic racial inequities and serving as a model for anti-racist systems and processes.

### **Position Overview**

The Capacity-Building Manager works closely with the Director of People & Programs to ensure successful implementation and management of AMPT programming. They serve as a developmental leader and strategic coach to nonprofit organizations receiving the deepest level of capacity-building support from AMPT. The Capacity-Building Manager will be flexible and nimble with the start-up process of AMPT, exercising creativity and "out of the box" solutions for programming issues. They will contribute to the development of established programming and support the Director of People & Programs in determining the best offerings to nonprofits based on the priorities and needs of participating organizations. They will be a collaborative leader, have a customer service disposition and find joy in maintaining programmatic operations. This position reports to the Director of People & Programs.

### **Essential Duties & Responsibilities**

#### **Management of the Antiracist Restorative Practice Cohort**

AMPT's [Antiracist Restorative Practice Cohort](#) aims to build the capacity of small, Black- and Latine-led nonprofit organizations, with budgets less than \$500,000 on the south and west sides of Chicago. Antiracist Restorative Practice (ARP) is a healing centered, liberatory framework used by practitioners, communities, and organizations to address inequities and structural harm, affirm the dignity and cultural wealth of communities, and to develop policies, practices, and institutions that affirm the fullness of our humanity and build toward our collective well-being. As the leader and facilitator of this cohort, the Capacity-Building Manager will

- Own program logistics: cohort application process, data collection, session reminders and follow up, curate session agendas and coordinate and oversee the day to day operations for the 8-month long cohort
- Build Relationships: create welcoming environments for the nonprofit leaders in the current cohort and craft spaces for cohort members in previous years to engage with each other and collaborate.

- Antiracist Framework: curate the program calendar based on the established Antiracist Restorative Practice curriculum
- Capacity-Building and Coaching: support nonprofit leaders in their navigation of the nonprofit industrial complex and connect them to the resources that will enable them to better serve their communities
- Session planning: agendas and presentation slides, facilitation, workshop support and feedback, manage relationships with consultants, nonprofits and other partners
- Collaborate with Communications Manager to support in program communications by providing language and feedback on flyers, infographics, session recaps
- Collaborate with Learning & Development Manager to support the evaluation of the program with end-of-session and end-of-cohort survey administration; and use the results to iterate and innovate for the improvement of of the cohort experience

### **Management of the Partnership Plans**

Through customized capacity-building plans, known as [Partnership Plans](#), AMPT pairs nonprofit organizations with BIPOC (Black, Indigenous, People of Color) Consultants with specific expertise areas to complete a time-bound project that will build the capacity of the organization. The Capacity-Building Manager serves in the role of a case manager in this process to support an organization in the completion of an organizational assessment, introduction to consultants, and regular check-ins throughout the life of the partnership plan. Responsibilities include:

- Project Management: administer the organizational assessment, support the scheduling of introductory meetings, schedule monthly check-in meetings with nonprofits and consultants, support in the maintenance of anticipated scope of work
- Build Relationships and Capacity: create a culture of trust where nonprofit leaders will be able to vulnerably disclose their true capacity needs and the barriers they are experiencing in growing their organizations
- Collaborate with the Office Manager in the generation and distribution of contracts to ensure that the agreed work is accurate and encompasses the current needs of the nonprofit organization
- Collaborate with Learning & Development Manager to support the evaluation of the project and use the results to iterate and innovate for the improvement of of the cohort experience

### **Support in the facilitation of AMPT Programs**

The Capacity-Building Manager will contribute to the entire portfolio of AMPT programs, including the Ampt Up Your Organization workshop series, the Executive Coaching Cohort, the Democratizing Nonprofit Evaluations Cohort, the Board Training Cohort, the Communications Cohort and the AMPT grant, in addition to any earned revenue programs as a member of the Program Team. Responsibilities include:

- Contribution to the Program Team retreat agenda and engagement in the process of goal-setting and planning for the AMPT programs
- Participate in regular Program Team meetings throughout the year to collaborate on AMPT programs and build consistency and coherence across the program portfolio
- Support with facilitation of workshop sessions as a lead or co-lead, when necessary
- Support with the set-up and break-down of workshop sessions when AMPT programs are held in-person at the AMPT office

Please note: this list of responsibilities is not exhaustive and the position will require completion of other duties as assigned.

### **Competencies**

- Cultural competence, a commitment to advancing equity and the practice of anti-racism
- Emotional intelligence and diplomacy

- Strong relationship development and management to ensure when exposed to tension, relationships with staff, partners, and vendors persist
- Skilled workshop facilitator that can engage workshop participants virtually and in-person
- Accountability, transparency and candor, a willingness to say and hear no, to take feedback productively and engage productive conflict
- Strategy, influence and negotiation as advisor, pusher, and strategic risk-taker
- End-user design and project management, ensuring projects are designed and managed with the end user/end goal in mind

### **Requirements**

- 3+ years of demonstrated experience in programming, operations, or nonprofit organization.
- Demonstrated commitment to AMPT's mission and to social, economic, racial justice.
- Demonstrated experience in nonprofit relationship building and management.
- Ability to take initiative, work independently, meet deadlines, and handle multiple projects in a rapidly changing start-up environment – including interruptions and adjustments to priorities.
- Excellent written, verbal, and interpersonal communication skills with ability to make effective oral presentations to large and small groups in a culturally competent manner.
- Exceptional interpersonal skills that demonstrate the ability to build innovative, creative and strong relationships with individuals and groups from diverse cultural, ethnic, and geographic backgrounds.
- Ability to maintain composure, professionalism, flexibility, and enthusiasm when working with a diversity of experiences, perspectives and personalities.
- Flexibility to work some evenings and weekends.
- Ability to adjust to various physical and environmental conditions as the position may require (computer work, sitting or standing for long periods of time, etc.).
- Excellent Apple and application skills, including Office 365, Google Suite, Asana and Zoom
- Ability to apply creativity and flexibility; strong problem solving, quantitative and analytical abilities.

### **Salary and Benefits**

This is a full-time, exempt position with a salary range of \$56,000- \$65,000 per year. Benefits include:

- Flexible work schedule.
- This position is hybrid: Mondays and Thursdays in office, occasional extra days
- Group medical (PPO or HMO) for the employee (90% coverage) and dependents
- Group dental available for employees and dependents.
- Vision coverage for the employee
- Group life insurance and L/STD insurance for the employee (100% covered by AMPT)
- Access to 401(k) retirement plan after three months with a 4% employer match
- \$1000 annual professional development budget
- Unlimited PTO
- Paid parental leave
- Two all staff, paid, wellness weeks where the office is closed

### **Application Instructions**

E-mail resume with cover letter to: [admin@amptchicago.org](mailto:admin@amptchicago.org) with the job title in the subject line.

No telephone inquiries or applications via job boards accepted. Screening interviews will begin on May 6th with submitted applications getting priority before that date.

**Vaccination Status**

In the spirit of caring for one another and our community, please note that upon accepting an offer of employment from AMPT: Advancing Nonprofits, you will be required to share proof of a Covid-19 vaccination. The requirement is subject to accommodation in compliance with applicable laws and regulations.

**Position Location**

This offer is contingent on the successful completion of the pre-employment process and compliance with AMPT Residency Policy, which states: employees are expected to establish and maintain residency in the Chicago Metropolitan Region and maintain residency throughout their employment with AMPT. The six-county Chicago Metropolitan Region includes the counties of Cook, DuPage, Kane, Lake, McHenry, and Will Counties.

*OUR COMMITMENT TO EQUITY*

*AMPT: Advancing Nonprofits is committed to a community driven, anti-racist approach to service and integrating diversity, equity, and inclusion meaningfully into our practices, structures, and culture. We are an equal opportunity employer and do not discriminate based on race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by applicable local, state, or federal laws. We strongly encourage all interested candidates including all interested Black, Latinx, Indigenous, and others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community, and those with lived-experience with racism and/or misogyny to apply for this role.*