



Capacity Building Consultant

Position Summary

The Capacity Building Consultant champions Propel Nonprofits capacity building efforts to support the infrastructure development of Propel's Intermediary grant-funded programs. This hands-on position is responsible for providing training, guidance, and technical assistance to nonprofit organizations that are recipients of Propel's Capacity Building grants while partnering with them to improve their organization's internal systems and structures.

Core Job Functions

Training and Capacity Building

- Develop and deliver comprehensive trainings for the nonprofit grantees on state reimbursement-based grant regulations, policies, and financial compliance requirements.
- Collaborate with grantees to identify infrastructure-building goals, and objectives, and develop an infrastructure-building work plan and priorities to execute during the grant period.
- Customize training modules based on the specific needs and areas of improvement identified for each grantee.
- Coordinate individualized trainings, workshops, and cohort learning sessions to strengthen grantees' capacity in acquiring and improving organizational internal infrastructure systems.
- Conduct workshops, and webinars as well as provide support to grantees implementing financial infrastructure systems needed to administer state reimbursement-based grants.
- Prepare training materials, including manuals, presentations, and handouts, ensuring they are up-to-date and readily accessible to grantees.
- Evaluate training effectiveness and adjust as necessary to enhance grantees' understanding and application of government grant policies.

Technical Assistance

- Provide 1:1 technical guidance and support to grantees with their infrastructure building workplan implementation processes and offer guidance with infrastructure improvement recommendations.
- Offer expertise and advice on grant-related policies, regulations, and best practices.
- Foster collaboration and knowledge sharing among grantees by organizing forums or online platforms for information exchange and knowledge transfer.

Compliance and Reporting

- In partnership with grantees, ensure their skills improvement, process revision, and infrastructure systems for administering reimbursement-based funding.
- Support the reimbursement requests approval process with internal program teams to conduct the initial and final review process for the state reimbursement-based funding approval.
- Partner with the program manager to identify and address any issues or risks related to grant compliance with grantees and support grantees in developing solutions, and internal systems to resolve any issues identified.
- Collaborate with internal departments to prepare periodic and ad-hoc reports on grant activities, accomplishments, and challenges.
- Other duties as assigned or required to meet organizational.

Qualifications

- Commitment to the mission, vision, values of Propel Nonprofits, and the nonprofit sector.
- Flexibility to work effectively both independently and in a team environment.
- Capacity to balance multiple priorities and projects.
- Curiosity and aptitude for learning and gaining and sharing information and insights.
- Commitment to infusing a diversity, equity, and inclusion lens in the work process and product.
- Not less than five years of experience in at least one area directly relevant to the position: Government grants management, nonprofit systems improvement consulting, or developing curriculum-based training geared towards building nonprofit financial infrastructure.
- Commitment and experience in building strong relationships working with emerging, BIPOC-Led, and serving nonprofit organizations and their leaders in a mutually trusted partnership.
- Previous experience working with nonprofit organizations in developing their organization's strategy, training needs, and support services with the implementation of organizational work plans.
- Broad-based knowledge of nonprofit organizations and community resources.
- Strong knowledge of nonprofit accounting principles, best practices, and federal and state regulatory reporting requirements with the ability to simplify complex accounting principles while training nonprofit leaders on relevant financial concepts and tools in addition to systems for budget management and financial reporting in nonprofits.

Education and Other Training

- Bachelor's degree preferred or equivalent combination of education, training, and experience.

Preferred:

- Prior experience in a nonprofit organization

Compensation

Salary range: \$65,000 – \$69,000. Excellent benefits package includes medical, dental, life, and disability insurance, along with retirement and generous leave policies.



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Accommodations

We recognize that qualified applicants will include a range of people who will each require different support in order to be successful. Propel operates with a remote/office hybrid environment and we are committed to making sure that each staff member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization's capacity.

COVID-19 Vaccinations

Propel Nonprofits is a mandatory vaccination workplace, with proof of vaccination required as a condition of employment. Employees may request an exemption from this policy due to a medical reason or a sincerely held religious belief. Reasonable accommodations may be granted where they do not cause Propel Nonprofits undue hardship or pose a direct threat to the health and safety of others. New employees must be fully vaccinated or be granted an accommodation prior to beginning employment.

To Apply

Interested candidates should send a cover letter and resume on or before 11:59 pm on Friday, September 22, 2023, to hire@propelnonprofits.org. Please use the subject line "CAPACITY BUILDING CONSULTANT"

Have Questions?

Interested candidates are invited to schedule a call to discuss any questions about the position, qualifications, or organization. (A pre-application call is not required to apply.) You may schedule a call through this calendar. <https://outlook.office365.com/owa/calendar/NaimaFarahsCalendar@propelnonprofits.org/bookings/>

ABOUT PROPEL NONPROFITS:

Propel Nonprofits is an intermediary organization and federally certified community development financial institution (CDFI). We provide capacity-building services and access to capital to support nonprofits in achieving their missions including the ability to link strategy, governance, and finance and to support nonprofits through their organizational lifecycle.

Propel Nonprofits was formed by the January 2017 merger of the Nonprofits Assistance Fund and the MAP for Nonprofits. The two organizations came together to create a larger entity that offers a holistic approach to services that meets a larger set of nonprofit needs, including the ability to closely link strategy, governance, and finance. The merged organization has a growing 34 -person staff working collaboratively to support nonprofit clients, develop and deliver excellent programs, and grow a healthy organization.

Propel Nonprofits is an equal opportunity employer.