

# **New York City Capacity-Building Collaborative Coordinator**

## **JOB DESCRIPTION**

**(seeking part-time consultant)**

## **BACKGROUND**

The New York City Capacity Building Collaborative (NYCBC) is made up of representatives from 13 foundations in New York City. Together we provide our collective community of grantee partners with opportunities for trainings and technical assistance to strengthen their leadership and organizational capacity. Our offerings each year address a range of skill levels and topics, including fundraising, board development, financial management, and communications. We aim to create space for organizations to learn from each other and build relationships and new partnerships.

Each member of the Collaborative contributes financial resources and staff time in pursuit of our shared goal. The current structure involves shared leadership among the staff of participating foundations.

## **ABOUT THE POSITION**

The Coordinator is integral to the functioning of the Collaborative, playing a vital role in the it's efficiency and effectiveness. The three key areas of responsibility are:

- **Programmatic support** to help members plan and provide workshops, programs and other capacity-building initiatives for our grantee partners
- **Coordination** of internal meetings and group learning
- **Administrative support** for internal and external programs

## **SPECIFIC RESPONSIBILITIES**

- Serve as the key coordinator of workshops and webinars. This includes scheduling, sending invitations, tracking attendance, communicating with presenters, planning and day-of logistics, coordinating the translation of materials, collecting and tabulating evaluations, documentation and overseeing payment.
- Schedule, support agenda development, take and share notes for monthly NYC CBC meetings

- Coordination of learning and resource sharing among members: tracking evaluation and learning from workshops and other offerings, communication across collaborative, support website content
- Other special projects, including internet-based research, as needed

### **CANDIDATE REQUIREMENTS AND QUALIFICATIONS**

The successful candidate will be detail-oriented and personable, combining strong interpersonal skills with a love of well-organized systems. Prior experience working in an office setting preferred. Additional requirements are as follows:

- Organized; ability to manage multiple priorities and competing deadlines while maintaining attention to detail
- Good communicator, able to build and maintain strong, collegial relationships
- Proven experience utilizing analytical and problem-solving skills
- Self-motivated, with capacity to multi-task as a team player
- Proficiency in accessing and using research tools, social media and digital applications
- Spanish language is a plus

### **POSITION DETAILS & WHAT TO EXPECT**

- This is a consulting position, and is 5-6 hours per week, \$25/hour
- Position is supervised by the Steering Committee of the NY CBC, a highly engaged group with a sense of justice and a sense of humor.
- A low-ego, high-performance culture and flexible work environment.
- The opportunity to engage with social justice funders and nonprofit staff from across New York City

### **HOW TO APPLY**

Please submit a cover letter and resume to [jobs@kacfny.org](mailto:jobs@kacfny.org) with the **CBC Coordinator** in the subject line (The Korean American Community Foundation is a CBC member and will be collecting applications).