

## **Independent Contractor – Nonprofit Capacity Building Partnership**

The Dayton Foundation and the Mathile Family Foundation believe that building capacity of nonprofit organizations is important for empowering organizations to address critical community issues and build strong communities in the Montgomery County. The Nonprofit Capacity Building Partnership project is primarily responsible for developing, implementing and managing a pilot program to build capacity of a select group of nonprofit organizations providing services in Montgomery County.

The Independent Contractor - Nonprofit Capacity Building Partnership will enter into a contract with The Dayton Foundation and the Mathile Family Foundation to perform the duties and responsibilities listed below. In addition, the Independent Contractor – Nonprofit Capacity Building Partnership will also work closely with The Dayton Foundation’s Community Engagement Department in coordinating and performing identified duties and responsibilities.

### **One Year Renewable Contract**

The term of this contract is twelve months beginning June 13, 2022. This term may be extended by mutual agreement.

### **Independent Contractor Duties and Responsibilities**

#### **Implement and oversee all aspects of the program**

- Develop a program scope and framework to build the capacity of the pilot group based on the needs identified through surveys, assessments, interviews and other group sessions
- Identify and select appropriate consultants to offer trainings and coaching to address identified needs and strengthen organizations’ capacity
- Communicate and coordinate with selected consultants to develop a program schedule and program content
- Identify suitable program delivery methods, program locations and communication methods
- Create networking opportunities for organizations including an orientation
- Maintain a database of resources and consultants
- Respond to inquiries from organizations and provide information and resources to assist them as needed

#### **Measure and report on the success of the program**

- Coordinate with consultants to develop pre and post evaluations for each training session
- Compile and analyze data collected through evaluations
- Document the process and prepare outcome reports to update organizations, community members and partners
- Identify methods to improve the quality and the impact of the program
- Develop a method to follow-up with the organizations to receive periodic updates beyond the pilot phase

### **Develop and maintain relationships with nonprofit organizations**

- Establish and maintain relationships with nonprofit organizations identified in the preliminary stages of the study through various trainings, educational opportunities and networking events
- Organize a pilot annual peer networking conference for nonprofit organizations in Montgomery County
- Maintain a directory of nonprofit organizations in Montgomery County to build a peer learning community

### **Independent Contractor Requirements and Qualifications**

#### **Education and Work Experience**

Undergraduate degree in social work, public administration or related area. Minimum of two (2) to four (4) years of job-related experience or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

#### **Knowledge and Skills**

- Must have experience implementing and managing capacity building or similar projects
- Must have knowledge and understanding of nonprofit organizations
- Must have high level of interpersonal skills to handle sensitive and confidential situations
- Strong and effective verbal and written communication skills
- Position continually requires demonstrated poise, tact and diplomacy
- Willingness and ability to learn new content areas and different ways of working
- Must have knowledge of a variety of computer software applications including MSWord, Excel, Outlook, PowerPoint, Adobe and Zoom
- Work requires close attention to detail in composing and proofreading materials, establishing priorities and meeting deadlines
- Must be able to work in a fast-paced environment with demonstrated ability to manage multiple competing projects, tasks and demands

### **Compensation**

Based on qualifications and experience in delivering similarly based projects the Independent Contractor - Nonprofit Capacity Building Partnership will be paid a sum of up to \$3,750 per month.

**Interested candidates should send resume and/or portfolio of contract led projects to:**

**Tania Arseculeratne at**  
**[tarseculeratne@daytonfoundation.org](mailto:tarseculeratne@daytonfoundation.org)**

**Closing Date: May 13, 2022**