



Position Description Ivy VINE Coach

The Ivy Village Incubator for Nonprofit Excellence (VINE) is a new service offered by The Ivy Community Charities of Prince George's County, Inc., (Charities) that provides training, networking and facility support for emerging nonprofits.

GENERAL RESPONSIBILITY: The Ivy VINE Coach will provide technical assistance for up to two emerging nonprofits based in Prince George's County, Maryland to help the organizations build their capacity so that they can better carry out their mission of service in the community. The successful candidate serves as a coach, skills builder, and thought partner for nonprofit leaders in the Ivy VINE program. The Ivy VINE Coach will work with the nonprofit(s) to complete a baseline assessment, monitor the progress of the organization each month over two years, and verify completion of the program after two years or recommend dismissal from the program, if warranted, prior to the end of the two years.

Specific responsibilities include:

- Work with the assigned nonprofit to assess its capacity building needs and create work plans that align with their identified priorities and areas of growth.
- Meet with the assigned nonprofit(s) up to five hours each month to review the status and progress of the nonprofit in completing assignments required by the Ivy VINE.
- Attend/observe training workshops that the assigned nonprofit is required to attend; respond to questions related to training activities, assignments, etc.
- Maintain up-to-date and accurate documentation of nonprofit meetings, assignments, training workshops, etc.
- Review and advise products developed by the nonprofit targeted at potential donors, partners, participants, etc.
- Meet monthly with Charities staff regarding learning and planning activities, accomplishments and challenges, and organization and program operations discussions.

QUALIFICATIONS & REQUIREMENTS The Ivy VINE Coach will have demonstrated achievement in previous capacity building or leadership roles; a commitment to youth and community outreach; and an established understanding of community issues and the nonprofit sector in the Washington, DC metropolitan area.

Minimum of 3 years of experience providing organizational development/technical assistance to nonprofits or serving as a nonprofit Executive Director.

Minimum of 3 years of experience working in the following areas: executive coaching; board development; financial management; fundraising; human resources; leadership & management; outreach & communications; planning & strategy; and program evaluation.

DESIRED COMPETENCIES

Demonstrated knowledge of Standards for Excellence Core Competencies for nonprofits including mission and impact; planning and strategy; organizational evaluation; program evaluation; strategic partnerships; leadership and governance; leadership and operational management; and diversity, equity and inclusion.

Academic degree or certification in organizational development, nonprofit management, or coaching preferred.

Experience conducting organizational assessments.

Exceptional relationship-building, listening, coaching, and interpersonal skills.

Ability to work with varying work styles and meet people where they are without judgement.

Collaborative and team-oriented working style.

Strong written and verbal communication skills.

Reports to:

Executive Director, The Ivy Community Charities of Prince George's County, Inc. and will be monitored to determine their progress toward helping the assigned nonprofit meet its goals. This is a contractor position requiring approximately 5 hours per month per nonprofit.

Compensation: \$5,000.00 per nonprofit per year at an average of 100 hours per year including one on one coaching; training and monitoring of assigned nonprofit(s); conducting pre- and post-assessment activities; attending Ivy VINE meetings, workshops, inaugural events and end of year celebrations; and documenting and reporting on the status of assigned nonprofit progress.

Submit resumes to ivyvine@iccpvc.org by January 27, 2023.