



Ivy VINE Coach Position Description

Serving Small, Emerging Nonprofits in Prince George's County, MD through the Ivy Village Incubator for Nonprofit Excellence (Ivy VINE)

Position Overview

The Ivy VINE Coach will provide individualized coaching services to leaders of small, emerging nonprofit organizations located in Prince George's County, Maryland and surrounding locations. This role is designed to strengthen leadership capacity, support organizational growth, and enhance the effectiveness of nonprofit executive directors who may be early in their organizational journey or whose organizations have not effectively grown over the years. Each nonprofit assigned will receive up to 5 hours of coaching per month.

Key Responsibilities

- Deliver tailored coaching sessions to assigned nonprofit leaders, focusing on their unique organizational challenges and opportunities.
- Conduct needs assessments to determine leadership gaps, developmental priorities, and organizational objectives.
- Collaborate with nonprofit executive directors and their boards to set achievable goals and action plans, monitor progress, and provide accountability.
- Offer guidance on board development, fundraising strategies, program development, and community engagement as relevant to emerging nonprofits.
- Facilitate skill-building in areas such as strategic planning, team management, communication, and resource development.
- Maintain accurate records of coaching sessions, goals set, progress observed, and feedback collected.
- Connect nonprofit leaders with local resources, networks, and professional development opportunities in Prince George's County and the greater Maryland region.
- Stay up to date with trends, best practices, and regulatory changes affecting the nonprofit sector.
- Attend monthly Ivy VINE workshops and may lead at least one workshop each year.



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Qualifications

- Bachelor's degree required; advanced degree in nonprofit management, leadership, organizational development, or related field preferred.
- Minimum 5 years of experience in nonprofit leadership, executive coaching, or organizational development.
- Demonstrated understanding of the challenges faced by small, emerging nonprofits.
- Certification in coaching or as a Maryland Nonprofits Licensed Consultant preferred.
- Strong interpersonal and communication skills, with the ability to build rapport and trust with diverse leaders.
- Commitment to the mission and growth of nonprofits in Prince George's County and knowledge of the local community context.
- Excellent organizational skills and ability to manage multiple coaching relationships simultaneously.
- Proficiency in conducting virtual and in-person coaching sessions as required.

Time Commitment

- Up to 5 hours of coaching per month per assigned nonprofit, with flexibility to accommodate nonprofit leaders' schedules.
- Participation in monthly training sessions and meetings as requested by the Ivy VINE Director.

Compensation and Reporting

- \$6,000 per nonprofit assigned per year.
- The Ivy VINE Coach reports to the Ivy VINE Director of The Ivy Community Charities of Prince George's County, Inc.

Application Process

Interested candidates should submit a resume and list of professional references outlining their qualifications and experience relevant to executive coaching and nonprofit leadership by **August 8, 2025**, to: **Cheryl Petty Garnette, Ivy VINE Director at ivyvine@iccpgc.org**.