



DIRECTOR – LEARNING & CAPACITY BUILDING

Job Description

New Hanover Community Endowment seeks an outstanding individual to join our team as Director of Learning & Capacity Building. The Director plays a critical external and internal learning role at the Endowment. This role shapes, manages and evaluates critical Endowment capacity-building initiatives and is responsible for planning and coordinating the execution of learning opportunities and convenings. As a new organization, a start-up; we are looking for people that can thrive where there is no clear roadmap, who enjoys working on a high performing team, has a high interest in moving the needle and getting results, and is passionate about the idea and journey to transformational change.

Background:

The New Hanover Community Endowment's mission is to improve the health, education, safety, and economic opportunity of every person in the New Hanover County community. The Endowment seeks to identify and address the root challenges in these areas, aiming for long-lasting and deeply impactful solutions. Our strategic plan outlines measurable objectives, goals and desired impact the Endowment envisions for New Hanover County in the areas of social and health equity, education, community safety, and community development.

Position Summary:

The Director of Learning & Capacity Building has a broad view of trends and resources in the non-profit organizational development/capacity-building space and has a keen interest in supporting the development of organizations. The Director is a natural connector and proactively identifies, develops, and manages relationships with grantee and funding partners and local, regional, and national capacity-building organizations. A successful Director will have a discerning ability to both envision and operationalize capacity building partnerships, initiatives, and grants that support and extend the effectiveness and impact of the New Hanover Community Endowment's grantee partners in the communities they serve. The Director engages in research, network building, and issues exploration and fosters relationships and resource sharing across partner organizations.

Responsibilities:

Capacity Building Program Development & Management:

- In collaboration with colleagues and partners, develops non-profit capacity-building strategies and initiatives.
- Plans, curates, and manages cohort and group learning programs and initiatives geared toward capacity building, peer learning, and community building.
- In collaboration with the Program Team, capture and analyze grantee capacity-building needs and develop and share insights and recommendations on how Foundation resources can best support organizational and leadership development.

Network and Relationship Building:

- Actively initiates and participates in research, learning, and networking within local and national philanthropic, capacity building, and social justice spaces to contribute to and

keep abreast of best practices and to help inform the Endowment's strategies and investments.

- Seek out and identify new opportunities, relationships, partnerships, and collaborations that can support and extend the Endowment's grantee learning/capacity-building initiatives.
- Manage ongoing relationships, partnerships, and information sharing with key sector capacity-building providers.
- Identify, curate, share, and connect capacity-building resources, opportunities, and referrals with grantee partners.
- Establish relationships of mutual trust with grantee partners to support and enable the Endowment's understanding of sector capacity-building needs and priorities.

Grant Operations:

- In collaboration with the Program Team, manage and administer a small portfolio of capacity-building grants for NHCE grantees.
- Effectively manage the Endowment's capacity-building budget and resources through careful attention to detail and thoughtful analysis.
- Act as a super user of the Grants Management System (Fluxx) to ensure all grantee information and grants processes and data management are effectively captured and managed

Learning and Capacity Building Coordination

- Plans and coordinates logistics for the Endowment's meetings and events (meetings, webinars, convenings)
- Acts as a technical program facilitator for virtual meetings and events.
- Collaborates and supports planning and execution of internal learning and culture-building activities that help the Endowments team continuously deepen the knowledge, skills, and culture needed to be an effective, equity centered funder.
- Other organizational duties as assigned.

Required Experience & Qualifications:

Undergraduate degree or equivalent experience and a minimum of 5-7 years of related professional experience. Master's degree preferred.

Other qualifications include:

- Experience in philanthropy and/or nonprofit sector preferred.
- Recent virtual and in-person event planning and coordination experience a plus.
- Experience leading an organization's communications functions.
- Confident verbal communicator and able to develop well-crafted and customized written communications that are clear, effective, and empathetic across various audiences.
- Experience in building and maintaining strong, collegial, and collaborative relationships with diverse constituencies and an ability to make and anticipate mutually beneficial connections between people and resources.



- Strategic and Entrepreneurial Mindset: Self-motivated and able to analyze, research, synthesize, take initiative, and execute strategies with a high degree of agility and independence.
- Continuous Learner: Routinely engages in professional learning, growth, and activities that demonstrate a curiosity education to commonly held values and behaviors (i.e., commitment beyond self, openness and honesty, integrity, etc.)
- Technically Skilled: Able to plan and project manage complex meetings and events, manage virtual collaboration using advanced features of Zoom or other digital tools, and demonstrate proficiency in common office tools like Microsoft Office Suite.

Salary

The salary is competitive and commensurate with experience. Candidates are encouraged to describe their skill set and experience considering the above qualifications.

Send résumé, statement of interest, and salary expectations to NHCE Human Resources via email, Careers@nhcendowment.org and include “Director - Learning & Capacity Building” in the subject line.

New Hanover Community Endowment welcomes applications from people of all cultures, backgrounds, and experiences, and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.