



Job Description: Associate

Full-Time with Benefits

www.newchaptercoach.com

Job Summary

The Associate we're seeking is an individual with significant experience (5+ years) in the nonprofit sector. They are a smart, dependable, high-energy individual who's looking to join our crusade to make the world a better place by helping nonprofits save lives and transform communities. They want to be part of our team to help us provide nonprofit clients with first-rate services in organizational development areas including, but not limited to strategic planning, strengths-based team building, executive coaching, employee engagement, and skills-based workshops.

If you have the nonprofit experience we're looking for, care about investing in your community, have a positive attitude, are eager to learn, and are great with people, we'd love to receive your application. Have most but not all of what we're looking for? No worries. We believe in developing employees who are eager to learn, and we would invest in your skills development.

Reports To: President & CEO

Work Environment/Culture

Our core values are trust, equity, positive wellbeing, community focused, strengths-based, and outcomes-oriented. We work hard to get to know and understand each other and to cultivate trust-based relationships. We value our differences and what makes each of us unique. Our work environment is fast paced, while remaining focused on our wellbeing. We regularly eat lunch together, as well as engage in more formal team building activities, including team retreats. We have an office dog, an eight-pound Chiweenie named Stella. Our visioning and planning processes are collaborative and inclusive, with everyone contributing to the vision we set and the plans we build. We believe in addressing conflict quickly, directly, and productively to maintain a positive workplace culture.

Currently, New Chapter Coaching employees are working in person. We are committed to following CDC guidelines and recommendations set forth by the Columbia/Boone County Public Health and Human Services and require all employees to do the same. All employees are required to be vaccinated, except those in need of an exemption due to a medical reason or because of a sincerely held religious belief.

Major Job Duties and Responsibilities

Generally, the scope of the duties and responsibilities of the Associate are as follows:

- Manage projects with nonprofit clients by delivering the contracted capacity-building services in ways that meet, if not exceed, our clients' needs and expectations and achieve intended outcomes on time and within budget.
- Develop and deliver virtual and in-person trainings on leadership development topics.
- Engage in business development on behalf of New Chapter Coaching including cultivate trust-based relationships with nonprofit leaders; identify, pursue, and close business; conceptualize and write project proposals in response to requests for bids; and accurately track prospect and client data and information.
- Collaborate with other staff to continually improve our portfolio of programs, services, and products to meet the needs of our clients.
- Collaborate with other staff to convert select existing classroom content to online courses.
- Collaborate with other staff to conceptualize, write, and develop toolkits and other resource materials for publication on topics of interest and need for nonprofit leaders.
- Enhance New Chapter Coaching's reputation by accepting ownership for accomplishing new and different requests beyond those outlined above.

Required and Preferred Knowledge/Experience

- Individuals applying must have significant experience (5 years or more) in the nonprofit sector, including a strong working knowledge of nonprofit management, capacity-building, and/or organizational development. For this opportunity, experience in social service/service nonprofits is sought; experience in higher education or public sector positions does not count towards those five years.
- Individuals applying must have at least three years of senior leader experience with one or more social service/social justice nonprofits (501(c)3 nonprofits).
- The ideal candidate will also have at least one year of experience performing training functions.

Required Skills/Abilities

- Strong interpersonal skills, including the ability to get along with diverse kinds of people
- Strong communication skills, including the ability to express themselves well verbally and in writing, in-person and online
- Project management, prioritization, and organization skills, including the ability to organize and prioritize on a daily basis, as well as manage time-sensitive longer-term projects

- Ability to develop training curricula, including agendas and supporting materials
- Ability to facilitate/deliver trainings/group processes
- High-level attention to detail
- Ability to handle client and business information in a confidential manner
- Ability to work independently, as well as in a team
- High proficiency with technology, including Microsoft Office Suite (Word, PowerPoint), Zoom, and social networking (especially Facebook). Ability to quickly learn other project management, CRM, and time tracking technology (Trello, Hubspot, Harvest)

Preferred Personal Attitude

The ideal candidate will:

- Possess a positive attitude
- Be high-energy
- Be eager to learn and dedicated to their own professional growth
- Be willing to consistently support the work of other members of the team
- Be committed to delivering first rate service to the company's clients

Salary: \$42,500 - \$52,500

Benefits: four-day work (4 x 9)/week, 26 days PTO/holidays, healthcare and wellness stipends, Simple IRA match, annual professional development, community service time, cellphone reimbursement, and more.

Interested Parties Should Apply To: Opportunities@NewChapterCoach.com

Applications MUST include the following: cover letter and resume. *Applications submitted without a cover letter will not be considered.*

**For more information about New Chapter Coaching:
www.newchaptercoach.com**

*Candidates will be considered on a rolling basis.
The position will close when the appropriate candidate is hired.*