

FUND FOR SANTA BARBARA

A community foundation celebrating 41 years of investing in progressive social change

1219 State St. (Rear), Santa Barbara, CA 93101

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Job Announcement Capacity Building Manager (Full Time / Non-Exempt)

Mission:

The Fund for Santa Barbara advances progressive change by strengthening movements for Social, Political, Economic, and Environmental Justice

Vision:

A region that is environmentally, economically, and politically interconnected — where we understand and appreciate our interdependencies, our differences, and our mutual responsibilities.

A region where power and resources are distributed equitably, empowering everyone to participate in making decisions that affect them.

A community free of exploitation and oppression — one marked by optimism, joyous struggle, a spirit of problem solving, and a sense of belonging.

A community that encourages risk and innovation in the service of justice.

A collection of communities each proud of its own identity and committed to sharing a common destiny.

Qualifications:

The Fund for Santa Barbara (FUND) is seeking a dynamic individual to join our staff and provide leadership and support to our Capacity Building Program. This individual will have the following:

A strong commitment to the FUND's mission & values; bilingual/bicultural (Spanish/English) preferred; Masters Degree preferred, but not required; previous administration, program management, and consulting/advising experience; exceptional organizational, writing, and communication skills; previous non-profit and/or community organizing experience; policy research and/or policy advocacy experience; ability to implement work plan with minimal supervision, manage multiple deadlines and thrive in a fast-paced, highly social environment; experience working with volunteers and diverse populations; strong computing skills including (at a minimum) fluency in Word, Excel, and one or more CMS and database programs; ability and desire to learn new technology and incorporate it into the FUND's work as appropriate; ability to travel throughout Santa Barbara County (must provide their own reliable transportation).

Professional development opportunities will be provided to support the Capacity Building Manager to do their best work.

Job Goals & Duties:

1) Implement the FUND's Capacity Building Program, including:

A. Educational Workshops

- Together with Sr. Management Team, develop an educational workshop series on nonprofit best practices including coordination, registration and promotion
- Evaluate and report out on workshops to support continuous improvement
- Seek out and recommend future workshop offerings
- Together with Grants Associate, lead Grant Application Workshops
- Update Capacity Building resource page with workshop recordings

B. Responsive Technical Assistance

- Coordinate and vet of technical assistance requests
- Provide direct technical assistance to organizations as needed
- Track and report quarterly on all direct technical assistance provided by FUND staff

D. Office Resource Libraries

- Provide support to FUND staff in their delivery of direct technical assistance
- Develop and manage lending libraries of both educational materials and equipment in the Santa Barbara and Santa Maria offices with relevant and up-to-date materials

E. Online Tools

- Develop and manage an online Resource Library for the FUND's constituents
- Maintain online Community Calendar and ensure it is up-to-date and accurate

F. Grants Development

- Support Executive Director with writing grant proposals
- Track all program related grant opportunities and deadlines
- Support Executive Director in preparing grants reports

G. Convenings

- Facilitate meetings of cross issue constituencies as appropriate
- Lead and develop Activist Brown Bag Lunch and outreach efforts
- Support Executive Director with issue area convening's in support of Movement Building Strategies

2) Policy Development

- Research and prepare policy endorsement recommendations for staff and board.
- Serve as project manager of the Central Coast Regional Equity Research Project in collaboration with the UCSB Blum Center and USC Equity Research Institute, including supervising research interns.
- Assist with the development and maintenance of the Study website
- Oversee and coordinate research on public policy affecting the nonprofit sector and issue areas being addressed by FUND grantees, including supervising interns on research activities.

3) Assist, as needed, with the following:

- Provide editing, feedback and direct assistance to grant applicants
- Electronic marketing communications
- Special projects
- Community Outreach / Represent FSB at Events

4) Maintain a sense of humor and positive attitude in order to preserve a cohesive work environment.

PLUS, OTHER DUTIES AS ASSIGNED

Job Status:

Non-exempt, hourly, benefits-eligible, full time position, reports to Associate Director

Compensation & Benefits:

\$24.00 to \$30.00 an hour based on experience & qualifications. Benefits package includes full health insurance coverage including dental & vision, vacation time, sick days and holidays and eligibility for a 403(b)7 retirement plan with a 3% match.

Location:

Will work primarily from the FUND South County office, but may be required to travel between North and South County offices on occasion. Work from home accommodations are also available.

Timeline:

Position Begins June, 2021

Please submit resume and cover letter to: psolorio@fundforsantabarbara.org

*The Fund for Santa Barbara is an Equal Opportunity/Affirmative Action Employer.
Position is open until filled.*