



THE FORBES FUNDS JOB DESCRIPTION

POSITION TITLE: Manager of Capacity Building

PROGRAM/ DEPARTMENT: Management Assistance

FLSA STATUS: Exempt

REPORTS TO: President

POSITIONS SUPERVISED:

- Data Support Analyst & Program Associate
- Management Assistance Intern

POSITION SUMMARY: Oversees all Capacity Building programs at The Forbes Funds, including grantmaking, cohorts, educational trainings, and other special projects related to nonprofit management capacity building.

The Manager will work in a cross-functional, team-oriented environment and be responsible for advancing the Forbes Funds grantmaking program, investigating and evaluating proposals, and project performance. The Manager will be responsible for performing a full range of duties involved in proposal solicitation, review, preparation, oversight, analysis and recommendations based on the goals of the Forbes Funds Systems Designs approach. The Manager will be the lead in developing and implementing a coherent system of evaluation and organizational learning within the Foundation. The Manager reports to The Forbes Funds President and CEO.

DUTIES AND RESPONSIBILITIES:

1. Responsible for all aspects of all grantmaking funds in the organization, including strategy, one-on-one support to nonprofit staff and board before, during, and after the grant project, support to determine consultant and project scope of work as it relates to grant project, recruiting and referring consultants as appropriate, completing all due diligence on grantees including financial assessment, writing grant reports for approval, managing all aspects of the Capacity Building Committee (formerly Grants Distribution Committee), tracking progress-to-plan on grant projects, management of grantmaking systems (Foundant and GrantedEdge), data collection and evaluation, reporting on grantees and grantee outcomes, and administrative duties such as scheduling, correspondence, grant letters, invoice processing, etc., grants process documentation and improvement and grant process management and coordination with The Pittsburgh Foundation, etc.
2. Responsible for all aspects of learning cohort programming, including strategy and trend identification, consultant recruitment and on-boarding, proposal and contract negotiation, program design, tracking progress-to-plan, data collection and evaluation, grant writing and reporting, content writing for marketing programs, coordinating with Operations Manager on logistics such as space, food, nametags, etc.
3. Responsible for design and execution of public education trainings as it relates to management capacity building topics and intersection with learn cohort programming. Includes writing content for marketing programs, managing registration through Eventbrite, consultant/speaker

recruitment, and coordinating with Operations Manager on logistics such as space, food, nametags, evaluation forms, etc.

4. Responsible for financial management and budgeting of all management assistance programs in coordination with Director of Finance.
5. Responsible for management of special projects as assigned, including technology pilots, financial tools, topic-specific toolkits, best practice research, committee representation, partnership building, etc.
6. Meet with/talk to nonprofit organizations looking for guidance, advice, referrals, etc. Coordinate with Executive in Residence in assessing joint service provision to organizations requesting capacity building services.
7. Support fundraising activities such as grant writing and reporting, meeting with funders, etc.
8. Manage the Capacity Building and Tools sections of The Forbes Funds' website, including content, SEO, data tracking, management and maintenance of the Consultant Directory, creating and updating resources, etc.
9. Foster a culture of cooperation and collaborate with members of the Forbes Funds team in carrying out the organizational mission and related activities.

MINIMUM QUALIFICATIONS:

- Master's Degree in Social Work, Public Administration or related field with course concentration in nonprofit administration and management.
- At least 5 years of progressive experience in nonprofit management.
- Program management, project management, etc.
- Experience as a consultant or trainer in the nonprofit sector is also desirable.
- Knowledge of the Pittsburgh nonprofit community and resources preferred, particularly as it relates to the human services and community development fields.

SPECIFIC POSITION REQUIREMENTS:

- Knowledge of nonprofit management best practices and current issues facing the sector.
- Understanding of nonprofit finance and ability to assess financial health.
- Passion for nonprofit capacity building and advancing social impact.
- Understanding of program evaluation and data analysis.
- Ability to manage and prioritize competing deadlines and succeed in a fast-paced environment.
- Ability to establish respectful and approachable relationships with persons served.
- Ability to work collaboratively with other professionals both within and outside the organization.
- Strong communication skills, both orally and written. Includes public speaking, technical writing, and marketing skills.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents in this position.

Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

To Apply:

Interested candidates should submit resume and cover letter, including salary requirements, to jobs@pghfdn.org

No phone calls please.

THE FORBES FUNDS IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.