

Job Title:	Director, Leadership Development & Consulting Services
Responsible to:	Executive Director
Job Summary:	Responsible for the development and management of effective leadership and organizational development programs for not-for-profit organizations. Responsible for the management and provision of consulting services.
Position:	\$35 per hour. Non-exempt, part-time, 30 hours per week. Competitive benefits package. Consistent with the Human Services Coalition's Hybrid Work Policy, a flexible, hybrid schedule (in-office and remote) may be possible.

Duties and Responsibilities

General

- Help build the capacity of organizations, boards, leaders, and staff through the coordination and provision of professional development, consulting, coaching, and other technical support.
- Partner with senior leadership team to ensure professional/leadership development and training is responsive to the needs of the sector and aligned with HSC's strategic initiatives.
- Interact with multiple stakeholders across sectors to enhance not-for-profit learning, leadership, and organizational development.
- Design curriculum for learning, leadership, and professional development programs that are aligned with HSC strategic goals and responsive to sector needs.
- Manage program budgets.
- Research and respond to grant opportunities that support program goals. Manage grant writing, implementation, and reporting.
- Ensure programs are well-coordinated, executed, and evaluated through data-driven metrics.
- Report to the executive director, board of directors, and other stakeholders on program performance as necessary and appropriate.

Leadership/Professional Development

- Develop learning and leadership sessions that are responsive to sector needs of the day.
- Manage HSC workshop series. Identify relevant program topics and content, secure subject matter expert trainers, determine content and format, and manage program evaluation and

learning outcomes. Serve as backup for the Administrative Coordinator for workshop/training logistics management when needed.

- Occasionally organize and/or provide education and training for HSC board and staff.
- Serve as HSC liaison to affinity groups, including board chairs, chief executives and finance officers.
- Maintain a “library” of professional development resources. Assemble and share resources and leading practices with the not-for-profit community.
- Coordinate HSC Forum and coordinate with other members of HSC’s senior leadership on other community learning sessions to provide information and resources relevant to the not-for-profit sector.

Technical Support/Consulting Services

- Provide direct consultation and technical support to boards of directors, leaders, and organizations.
- Manage consulting services. Recruit and assess consultants, trainers, and coaches. Manage all elements of technical support engagements from contract through delivery, quality, and impact reporting.
- Assist organizations in identifying consultants, coaches, and content experts that best support their programs and organizational capacity needs.

Project Management

- Coordinate new and emerging capacity building projects and programs as they arise.
- Develop meaningful outcome measures to evaluate program effectiveness.

Required Qualifications

- At least two years of experience with delivering technical support, consulting, and/or capacity building services to not-for-profit organizations
- Demonstrated knowledge of the not-for-profit sector
- Strong facilitation and communication skills
- Strong organizational and project management skills
- Commitment to creating equitable and inclusive work and learning environments

Preferred Qualifications

- Knowledge of leadership and organizational development programs
- Ability to work with multiple stakeholder groups
- Excellent writing skills
- Excellent presenter and public speaker
- Experience working with grants