

Reports to: Vice President of Community Leadership  
Status: Exempt

### **Job summary**

The **Director of Nonprofit Capacity Building** leads Gulf Coast Community Foundation's flagship nonprofit capacity-building initiative, Invest in Incredible (I<sup>3</sup>). I<sup>3</sup> strengthens nonprofit governance, leadership, fundraising, and operational excellence through workshops, institutes, consulting engagements, and digital learning resources. The Director serves as the sole full-time leader dedicated to I<sup>3</sup> and is responsible for strategic direction, content leadership, consultant cohort management, regional expansion, operational oversight, and impact measurement in Sarasota, DeSoto, and Charlotte Counties.

This position requires a leader who can operate at both the strategic and execution levels, designing high-quality learning experiences while ensuring operational excellence, brand integrity, and measurable community impact.

### **Essential Duties and Responsibilities**

#### **Strategic Leadership & Program Stewardship**

- Lead implementation of I<sup>3</sup>'s new Three-Year Strategic Growth Plan, including set annual goals, priorities, and success metrics in partnership with the VP of Community Leadership
- Determine program offerings based on participant data and sector needs
- Represent I<sup>3</sup> internally and externally as a leader in nonprofit capacity building and maintain relationships with regional nonprofit networks and partners

#### **Content & Curriculum Leadership**

- Oversee and direct all I<sup>3</sup> content across workshops, institutes (e.g., GCBI, GCLI), consulting engagements, and digital platforms
- Ensure accessibility, relevance, and inclusiveness across program design

#### **Consultant Cohort Leadership**

- Recruit, onboard, and manage the I<sup>3</sup> consultant cohort who facilitates workshops and institutes
- Establish scopes of work, contracts, expectations, and quality standards
- Match consultants to workshops, institutes, and consulting engagements
- Provide coaching, feedback, and performance oversight
- Convene and facilitate quarterly consultant cohort meetings
- Ensure consultants reflect Gulf Coast values, instructional quality, and brand standards

#### **Program Operations & Delivery Oversight**

- Partner with Brand Strategy and Events teams to design and deliver high-quality workshops and institute experiences
- Plan and manage annual program calendars, scheduling, and logistics (registration, venues, materials, catering, technology)
- Oversee institute applications and participant communications
- Provide on-site leadership and operational oversight for programs and regional deliveries
- Ensure consistent, high-quality participant experience across all locations
- Serve as the primary point of contact for operational issue escalation

**Data, Evaluation & Impact Measurement**

- Define and track key performance indicators (KPIs) to measure program impact
- Oversee data systems (CRM, event platforms, survey tools) to ensure accurate participant tracking and reporting
- Establish baseline metrics and longitudinal follow-up processes
- Analyze evaluation data to drive continuous improvement and inform strategic decisions, including regional expansion

**Brand & Content Quality Control**

- In collaboration with Brand Strategy, ensure all 13 materials, communications, and participant experiences reflect Gulf Coast's brand standards
- Partner with Brand Strategy for promotional alignment
- Maintain rigor, consistency, and quality across counties and delivery formats (in-person and virtual)
- Attend events on behalf of Gulf Coast in alignment with the annual Events and Engagement Strategy

**Required Education and Experience**

- Bachelor's degree required (Nonprofit Management, Public Administration, Organizational Leadership, Education, or related field)
- 5+ years of experience in nonprofit leadership, capacity building, organizational development, adult learning, or related field
- Demonstrated experience designing and delivering high-quality learning programs
- Experience managing consultants or external partners
- Strong operational and project management skills
- Experience with CRM systems, data tracking, and evaluation design
- Ability to manage both strategic vision and day-to-day execution
- Excellent communication, facilitation, and relationship-building skills
- Passion for strengthening the nonprofit sector and advancing community impact

**Preferred Qualifications**

- Strategic thinker with operational discipline
- High emotional intelligence and relationship orientation
- Systems-oriented with strong attention to detail
- Data-informed decision maker
- Adaptive leader that is comfortable with growth and ambiguity
- Committed to excellence, equity, and continuous improvement
- Demonstrates empathy and respect for professionals leading and fundraising for programs and organizations

**General Physical Requirements**

- Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to move, transport, position, install or remove objects weighing up to 10 pounds across office or various outdoor locations.

- Sedentary work involves remaining in a stationary position most of the time. Occasional moving about and maneuvering objects. Occasionally moves items weighing up to 10 pounds, exerting over 10 pounds of force. Recurrent repetitive motion (such as typing) is involved in performing this role.

**Working Conditions**

- This position requires travel throughout the Foundation’s service area (Sarasota, Charlotte, DeSoto Counties)
- This is a hybrid position with work performed at a combination of the Foundation’s two office locations (Venice and Sarasota) as well as remote work determined by operational need.
- The employee is not substantially exposed to adverse environmental conditions.
- Events may take place off-site and may necessitate exposure to weather elements.

**Disclaimer**

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodation will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship for the employer.

**Acknowledgement**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to request that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the job description with the employee.

Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_