

Employment Opportunity

Training and Technical Assistance Manager at New Roots Providence

New Roots Providence, a program of The Providence Plan, seeks a Training and Technical Assistance Manager.

The New Roots Providence mission is to give faith and community organizations the support they need to sustain their work and strengthen their communities. We do this by providing high-quality training and technical assistance, and by encouraging communication among organizations, helping them work together to provide quality services and create lasting change.

New Roots provides training and technical assistance to organizations in areas such as governance, fund development, financial management, evaluation, and program delivery.

The Training and Technical Assistance Manager will ensure that faith-based and community organizations receive high-quality training and technical assistance in these areas.

Job Responsibilities

Training

- Provide training in an area of capacity-building expertise to representatives of faith and community organizations.
- Identify other appropriate trainers.
- Collaborate with trainers and staff to design strong workshops and other learning opportunities.

Technical Assistance (TA)

- Provide direct technical assistance to faith and community organizations.
- Identify other appropriate technical assistance providers, and collaborate with them to design high-quality TA for faith and community organizations.
- Help faith and community organizations identify and specify their capacity-building needs.
- Develop detailed capacity-building plans for organizations, with measurable outcomes and clear goals.
- Monitor organizations' progress toward their stated outcomes and goals.

Other Duties

- Develop consultant contracts and deliverables, manage their contracts, and ensure that deliverables are met.
- Communicate with organizations to ensure that technical assistance and training is delivered in a manner that helps them meet their goals.
- Work with New Roots staff to create new programs and implement existing ones.
- Assist staff in preparing reports to our funders.
- Other tasks as needed to maintain the smooth and effective functioning of New Roots Providence.

The ideal candidate will have strong organizational skills, excellent writing ability, and significant experience within nonprofit organizations. The candidate should be comfortable with flexibility, welcome challenges, be prepared to take initiative, and enjoy working as part of a team.

Qualifications

- Bachelor's degree or equivalent in coursework and experience.
- At least 10 years of experience in nonprofit organizations, with at least 5 years spent in management positions or in managing nonprofit programs.
- Demonstrated expertise in at least one area of nonprofit capacity-building (for example, board development and governance, program evaluation, fundraising, strategic planning).
- Experience as a consultant and trainer to nonprofit organizations.
- Excellent written and verbal English language skills.
- Interest in working as part of a team.
- Experience in working with small or emerging organizations is a plus.

Salary and Benefits

This is a full-time position. The annual salary available to the successful candidate begins at \$62,000 and may increase, depending on experience. The Providence Plan provides a comprehensive benefits package to salaried employees that includes medical insurance (United Health) and dental insurance (Delta Dental) for employees and families as well as group life and long-term disability insurance. The Providence Plan also provides a 401k plan for employees and a flexible spending account program.

How to Apply

Applicants should submit a detailed cover letter, resume, and one professional writing sample via e-mail or US mail. The writing sample should be 2-4 pages long, on a work-related topic.

If using e-mail, please send application materials as attachments - do not include application materials in the body of the e-mail. E-mail materials to: **newrootsjob@provplan.org**.

If using regular mail, please send to: **Hiring Committee, New Roots Providence, The Providence Plan, 10 Davol Square, Suite 300, Providence, RI, 02903.**

The position is available immediately, and resumes will be reviewed as received.

The Providence Plan complies with all applicable state and federal regulations regarding hiring. It is a continuing policy of The Providence Plan to recruit, hire, and promote individuals without regard to race, color, religion, national origin, sex, sexual orientation, age, physical or mental disability or veteran status. This policy applies to all terms, conditions and privileges of employment including recruitment, hiring, orientation, training, placement and employee development, promotion, transfer, compensation, benefits, layoffs, termination, and retirement.