

# Nonprofit Sustainability Institute - Local Facilitator

## Position Description

**Position Overview:** Four Local Facilitators will work together with Spectrum Nonprofit Services, (“Lead Facilitator”) and the NH Center for Nonprofits (“the Center”) in the Nonprofit Sustainability Institute, a 6-month cohort-based program. Each Local Facilitator will work with up to four (4) assigned nonprofit organizations to apply the processes and strategies of the matrix map in setting an organization's strategy. Each Local Facilitator will receive a \$500 stipend.

### Key Responsibilities:

- Use *The Sustainability Mindset* and matrix map as the primary resources to develop an accessible framework that combines financial and programmatic goals into an integrated strategy for a participating nonprofit organization.
- Provide facilitation and coaching to up to four (4) assigned organizations including motivation and support for their efforts to effectively implement the matrix map and strategies into their organizations.

### Anticipated Outcomes:

- New Hampshire nonprofits participating in the Nonprofit Sustainability Institute will increase their fiscal acumen and strategic business practices.
- Local Facilitators will gain the skills and knowledge to effectively incorporate and utilize the matrix map in their consultant practice.
- The Nonprofit Sustainability Institute model will be replicated in a sustainable way in New Hampshire, benefiting more nonprofit organizations in future years.

### Resources:

- Local Facilitators will utilize *The Sustainability Mindset* book in combination with the matrix map tool, which includes detailed meeting agendas, exercises and worksheets for the cohort, timelines progress reports and evaluation tools.
- Local Facilitators will have access to and the support of the Lead Facilitator and the Center for resources needed to work with the assigned organizations to complete the matrix map.

### Commitment:

- Co-facilitators are expected to be available for a period of at least seven months, including one to two months of preparation followed by six months of facilitation. The commitment will include attendance at two full-day conferences, monthly facilitation of at least one 2-hour meeting, participation in group coaching calls with Lead Consultant, plus preparation and follow-up by email or telephone to keep the assigned organizations on track and accountable for assignments and deliverables.

### Qualifications:

- Belief that nonprofit sustainability lies at the intersection of exceptional impact and financial viability
- Demonstrated understanding of nonprofit business models/financial structure including administrative costs (overhead, shared costs)
- Experience working with nonprofits on Business or Strategic planning
- Experience working with staff/board teams
- Communication skills, both oral and written
- Facilitation and/or coaching experience

### Benefits:

- The opportunity to make a long-lasting difference for the assigned organizations by increasing the fiscal acumen of board and staff
- The opportunity to participate in and help shape an innovative model for nonprofit capacity building
- Gain new skills in the use and implementation of fiscal assessment and strategy tools
- Access to professional coaching from nationally-acclaimed expert