



POSITION DESCRIPTION

Title: Capacity Building Manager, Responsive Programming (Grant-Funded)

FLSA Status: Salaried, Exempt

Department: Programs

Reports To: Director, People & Programs

Salary: \$65,000 - \$75,000 full-time, exempt

About Us

AMPT: Advancing Nonprofits (AMPT) is a capacity-building organization committed to strengthening the organizational health and supporting long-term development of small nonprofits on Chicago's West and South sides. AMPT prioritizes Black and Latine leaders working to amplify, build power within, support communities of color in thriving and living happy healthy lives while simultaneously working to transform philanthropy by addressing systemic racial inequities and serving as a model for anti-racist systems and processes.

Position Overview

Since its founding at the beginning of the pandemic, AMPT has created responsive programming to meet the needs of the nonprofit sector during turbulent times. In 2025, AMPT designed new programs to address the pressing challenges faced by nonprofit organizations as a result of governmental austerity and an increasingly complex legal landscape. The new responsive programming offerings support organizations in maintaining and building additional capacity with specific focus on legal compliances, financial planning, strategic communications and cyber security.

The Capacity Building Manager, Responsive Programming works closely with the Director of People & Programs to ensure the successful implementation and management of AMPT's responsive programming strategy. They are responsible for implementing all aspects of the new responsive programming offerings including: administering the application process, participant selection, managing relationships with external partners and ensuring efficient and effective project management of the programs. The Capacity-Building Manager, Responsive Programming will be a collaborative leader, have a customer service disposition and find joy in executing programmatic logistics. This position reports to the Director of People & Programs and works closely with the Data & Evaluation Manager and Executive Director.

Essential Duties and Responsibilities:

Through content-specific cohort-based experiences, AMPT brings nonprofit leaders together to gain the necessary tools and skills to build thriving and sustainable organizations. The Capacity Building Manager, Responsive Programming plays an essential role in ensuring the timely implementation of these programs. Responsibilities include:

- Project Management: Lead capacity building services application processes, data collection, curate session agendas, and oversee day-to-day operations
- Program Budget Maintenance: Manage the program budget with projected expenses and accurately reconcile against invoices that are paid to external consultants and nonprofit partners
- Build Relationships & Capacity: Consistently communicate with nonprofit leaders, consultants, and other partners to build relationships and coordinate cohort session planning with facilitators, including agendas, presentation slide deck, facilitation guides, and feedback
- Collaboration with Communications Manager: Regularly support program communications by providing language and feedback on flyers, infographics, and session recaps
- Collaborate with Data & Evaluation Manager to support the evaluation of the program with end-of-session and end-of-cohort survey administration; and use the results to iterate and innovate for the improvement of the cohort experience

Support in the facilitation of AMPT Programs

The Capacity-Building Manager, Responsive Programming will contribute to the entire portfolio of AMPT programs, including the AMPT Up Your Org workshop series, the Executive Coaching Cohort, the Democratizing Nonprofit Evaluations Cohort, the Board Training Cohort, the Communications Cohort and the AMPT grant, in addition to any earned revenue programs as a member of the Program Team.

Responsibilities include:

- Contribution to the Program Team retreat agenda and engagement in the process of goal-setting and planning for the AMPT programs
- Participate in regular Program Team meetings throughout the year to collaborate on AMPT programs and build consistency and coherence across the program portfolio
- Support with facilitation of workshop sessions as a lead or co-lead, when necessary
- Support with the set-up and break-down of workshop sessions when AMPT programs are held in-person at the AMPT office

Please note: this list of responsibilities is not exhaustive and the position will require completion of other duties as assigned.

Grant-Funded Position Contingency

Employment in this position is contingent upon continued funding. Should this funding end or be reduced for any reason, the organization reserves the right to modify or terminate this position, with or without notice, in accordance with applicable laws.

Requirements

- 4+ years of demonstrated experience in programming, operations, or nonprofit organization.
- Demonstrated commitment to AMPT's mission and to social, economic, racial justice.
- Demonstrated experience in nonprofit relationship building and program management.
- Ability to take initiative, work independently, meet deadlines, and handle multiple projects in a rapidly changing start-up environment – including interruptions and adjustments to priorities.
- Excellent written, verbal, and interpersonal communication skills with ability to make effective oral presentations to large and small groups in a culturally competent manner.
- Exceptional interpersonal skills that demonstrate the ability to build innovative, creative and strong relationships with individuals and groups from diverse cultural, ethnic, and geographic backgrounds.

- Ability to maintain composure, professionalism, flexibility, and enthusiasm when working with a diversity of experiences, perspectives and personalities.
- Flexibility to work some evenings and weekends.
- Ability to adjust to various physical and environmental conditions as the position may require (computer work, sitting or standing for long periods of time, etc.).
- Excellent Apple operating system and application skills, including Office 365, Google Suite, Asana and Zoom
- Ability to apply creativity and flexibility; strong problem solving, quantitative and analytical abilities.

Salary and Benefits

This is a full-time, exempt position with a salary range of \$65,000-\$75,000 annual. Benefits include:

- Hybrid Schedule: Mondays and Thursdays in office, additional days as needed
- Group medical (PPO or HMO) for the employee (90% coverage for the individual employee) and dependents
- Group dental available for employees and dependents.
- Group life insurance and L/STD insurance for the employee (100% covered by AMPT)
- Access to 401(k) retirement plan after three months with a 4% employer match
- Unlimited PTO
- Paid parental leave
- Two all-staff, paid, wellness weeks where the office is closed

Application Instructions

E-mail resume with cover letter to: **admin@amptchicago.org with the job title in the subject line.**

No telephone inquiries or applications via job boards accepted. Applications will be accepted on a rolling basis until the position is filled. Early applications are highly encouraged.

Position Location

This offer is contingent on the successful completion of the pre-employment process and compliance with AMPT Residency Policy, which states: employees are expected to establish and maintain residency in the Chicago Metropolitan Region and maintain residency throughout their employment with AMPT. The six-county Chicago Metropolitan Region includes the counties of Cook, DuPage, Kane, Lake, McHenry, and Will Counties.

OUR COMMITMENT TO EQUITY

AMPT: Advancing Nonprofits is committed to a community driven, antiracist approach to service and integrating diversity, equity, and inclusion meaningfully into our practices, structures, and culture. We are an equal opportunity employer and do not discriminate based on race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by applicable local, state, or federal laws. We strongly encourage all interested candidates including all interested Black, Latinx, Indigenous, and others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community, and those with lived-experience with racism and/or misogynoir to apply for this role.