About the Institute for Nonprofit Practice

The Institute for Nonprofit Practice (INP) works to ensure that the nation’s most promising nonprofit, public sector, and social impact leaders have the skills, knowledge, networks, and confidence to effectively lead, advance justice, and build a more equitable future for all. INP offers a suite of resources and programming for leaders at all stages in their careers, including equity-focused management and leadership development, community convenings, network building, and robust alumni programming, all designed to build upon the knowledge, financial, and social capital of leaders who want to lead transformative work effectively.

An intentional and wide-reaching focus on diversity, equity, inclusion, and belonging is core to INP’s mission and is part of every aspect of the organization’s work. At present, 70% of INP faculty, staff, and participants identify as BIPOC (Black, Indigenous, People of Color).

Behind INP’s award-winning programming to develop leaders and advance their organizational missions is an organizational culture that is thoughtful and attentive to its staff and faculty. A strong sense of community and values are key aspects of what make working at INP unique.

After nearly 15 years of success in the Northeast, INP has expanded to further meet the need and demand for equity focused capacity building and leadership development across the country. With sites in the Northeast, Midwest, and West Coast, INP now serves over 6,500 social impact leaders from over 1,000 distinct organizations annually.

For more information on the Institute for Nonprofit Practice, visit www.nonprofitpractice.org.

Position Summary

The Director, Community Engagement & Expansion (DCEE) is responsible for building, managing, and maintaining a strong community engagement and expansion strategy for a select group of INP communities and programs around the country. Reporting to the VP, National Expansion, and an integral member of the
Strategy Team, the DCEE will play a key role in managing student recruitment and building community partnerships for long-term sustainability. The DCEE will support an annual portfolio of a variety of markets and programs that are in the launch phase (planning through year 1 of programming) or experiencing significant growth. The portfolio is expected to shift each year. Within that portfolio, the DCEE will establish robust community partnerships, along with best-in-class student recruitment and admissions processes and practices. As the sites and programs reach maturity, the DCEE will support a seamless handoff from the Strategy Team to the Program Team. Travel is expected in this role, up to 20-25%.

INP is a fast-expanding organization, and this role offers an ambitious, team-oriented self-starter the chance to grow their career in exciting ways over the coming years.

**Essential Functions**

*Student Recruitment & Admissions*

- Recruit a defined number of diverse, qualified student applicants based on admissions targets for each market or program.
- Build a robust and diverse student applicant pipeline through outreach activities, e.g., newsletter and listserv communications, alumni outreach, individual outreach, and new organizational partnerships.
- Serve as the main point of contact for all applicants. Ensure all applicants experience a smooth application process and provide follow-up communications tailored to maintaining applicant satisfaction.
- Conduct INP programming information sessions and other presentations to inform new and established communities and markets of interest about the organization.
- Interview and select applicants to determine appropriate suitability for programs.

*Community Partnerships*

- Build a strong understanding of the trends and culture of the communities in their portfolio, including benchmarking against other organizations; work with the VP of National Expansion to ensure all team members are up to date.
- Conduct research on new potential organization and individual partners.
- Cultivate and manage relationships with organizations and individuals in portfolio markets and programs.
- Manage the process to conduct 1:1 and small group leader meetings to understand the landscape in new markets and build relationships, including meeting prep and follow up support for the VP of National Expansion and Chief Strategy Officer.
- Manage up to the VP of National Expansion and Chief Strategy Officer in building and maintaining a strong community engagement strategy.

**Additional Responsibilities**
- Manage events related to expansion, including but not limited to, community convenings, launch committee meetings, large info sessions and other gatherings.

- Represent INP in the local markets, including attending key events and informal networking opportunities.

Skills and Qualifications

- Authentic passion for INP’s mission and desire to foster practices incorporating diversity, equity, inclusion, and belonging.

- 5+ years of professional experience building and managing strong external partnerships with senior leaders, including relationship management, business development, community engagement or outreach work.

- Entrepreneurial spirit and the natural inclination to take initiative, move quickly, and be creative.

- Experience supporting the launch of new programs or expansion of programs to new geographies is preferred.

- Excellent leadership presence and client building skills, with focus on details and follow-through.

- A proven track record of building robust recruitment pipelines and multi-pronged recruitment strategies.

- Proficiency using Salesforce.com for recruitment and relationship management purposes is preferred.

*The above is intended to describe the general content and requirements of work being performed by people assigned to this classification. It is not intended to be an exhaustive statement of all duties, responsibilities, or skills required of personnel so classified.

Compensation and Benefits

INP offers a competitive salary for all staff positions. The exact salary that will be offered to the DCEE will be determined based on a consideration of the successful candidate’s skills, experience, and geography and aligned with INP’s compensation policies. *Salary Range: $85,000-$105,000.*

The Institute for Nonprofit Practice offers an attractive benefits package including health, dental, and vision coverage and a retirement savings 401(k) plan. In addition, and at present, we offer 15 days of paid vacation for new team members, ten paid holidays, a winter holiday break for all employees, professional development opportunities, and more.

The Institute for Nonprofit Practice is a Compact Signer for the 100% Talent Compact, which is administered by the Boston Women’s Workforce Council, a unique public-private partnership between the Boston Mayor’s
Office and Greater Boston employers dedicated to eliminating the gender and racial wealth gap. We are proud to be part of this first-in-the-nation approach to reaching pay equity for women and people of color across our region.

**Physical Requirements**

Currently, the Institute for Nonprofit Practice team is working remotely based out of an abundance of caution for the health and safety of our community. We plan to reopen our offices in the spring of 2022. Following the office opening, this position would allow for a flexible remote working arrangement.

**To Apply**

Our hiring process aims to open this opportunity to the most diverse group of applicants possible while also increasing transparency to candidates and mitigating bias in the decision-making process. Please send resume and cover letter to jobs@nonprofitpractice.org. Materials may be addressed to Stacey Harris, Vice President of National Expansion. Please include “Application for DCEE” in the subject line.

*The Institute for Nonprofit Practice is an equal opportunity employer fully committed to creating an environment and team that represents various backgrounds, perspectives, styles, and experiences. All are encouraged to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.*