Director of Training & Consultation

Facilitating honest dialogue to resolve conflict and advance racial and social justice

Status: Exempt, 1.0 FTE
Reports to and Evaluated by: Executive Director
Compensation: $58,000 plus benefits
Start Date: Immediate

Position Summary:

For the past 5 years, RNW has been expanding our fee-based work in racial equity training and consulting within organizational systems, primarily non-profits and public agencies. As we move forward, we are building a consultation model that is able to seamlessly integrate RNW’s multiple strengths as needed, including restorative justice, conflict resolution, and facilitation.

The Director of Training & Consultation is responsible for 1) providing leadership to the Training & Consultation team and 2) providing training, facilitation, coaching and consultation in collaboration with RNW staff, contractors, and volunteers across programs.

Currently, this is a middle management position within a traditional hierarchical organization that practices collaborative decision making, and in some cases consensus decision making. In the near term, we may be exploring alternative organizational structures.
Essential Duties and Responsibilities:

MANAGEMENT
(approximately .4 FTE)

Vision and Leadership
1. Collaboratively develop goals (programmatic and pedagogical) for Training & Consultation services in alignment with RNW’s mission, vision, and values.
2. Collaboratively establish short- and long-range plans to implement program goals.
3. Collaboratively work to develop a team structure for Training & Consultation that reflects the values of racial and social justice.
4. Participate in Management Team decisions regarding strategy, organizational oversight, internal and external relations.
5. Work with development and communications staff to conceptualize and implement communication activities and publications to convey vision and goals of RNW and the Training & Consultation team.

Program Management & Integration
1. Provide leadership in the collaborative development and evaluation of best practices in shifting racial equity outcomes in organizations.
2. Collaborate across programs (Training & Consultation, Mediation, and Restorative Justice) to integrate RNW services for maximum impact.
3. Promote racial equity consultation services and other RNW services through client development efforts and strategic relationships with community partners and funders to identify opportunities for growth.
4. Collaborate with Executive Director and program staff on developing a sustainable fee-based model in alignment with our mission, vision and values.
5. Monitor and evaluate fee structures, in collaboration with Management and program staff.
6. Collaborate with program staff and Grants Team in project and grant proposals.
7. Ensure management of the flow of work – referrals, staffing, proposals, engagements – with an emphasis on effectively managing resources and program goals.
8. Ensure the development of forms and systems to support organizational continuity and excellence in negotiating, developing, and delivering consultation services.
9. Monitor Training & Consultation team’s contract service deliverables. Notify Executive Director of any significant trends or deficiencies with meeting contractual deliverables.
10. Coordinate and prepare for review by Executive Director all mandatory monthly, quarterly, and annual financial and narrative reports.

**Supervision**

1. Foster a healthy work environment that models RNW values in staff relationships, including collaboration, personal reflection, honest communication, and early conflict engagement.
2. Provide decision-making leadership in hiring of all Training & Consultation personnel.
3. Ensure effective onboarding of all new Training & Consultation staff, contractors, and volunteers.
4. Supervise and manage Training & Consultation staff, currently 1.0 FTE and expected to grow within the next year.
5. Conduct annual performance evaluations of Training & Consultation staff.
6. Consult with Executive Director and Management Team about staffing challenges.
7. Provide professional development resources and opportunities for Training & Consultation team.

**DIRECT SERVICE**

**(Approximately .6 FTE)**

**Training and Consultation Services**
Provide direct services to RNW clients, particularly higher profile cases, in coordination with other staff, contractors, and volunteers. Aspects of services may include:

1. Initial client intake, case assessment, and fee agreement.
2. Design and proposal of consultation package.
3. Organizational needs assessment.
4. Reports to clients, including recommendations for best practices.
5. Direct client services such as consultation, coaching, training, and facilitation.
7. Case information and statistics, including post-service data and client evaluations.
8. Management of contracts and timely invoicing.

OTHER DUTIES
1. Participate in organizational equity initiatives and actively work to integrate best practices for racial and social equity in all program areas.
2. Participate in giving and receiving feedback with staff, contractors, and volunteers to ensure continual self-reflection and co-creation of a learning environment.
3. Participate in staff meetings.
4. Other duties as assigned.

Qualifications:
Experience, knowledge and skills, which may be acquired formally (e.g., work experience or education) or informally (e.g., lived experience, volunteering).

1. Demonstrated experience providing effective organizational equity training, consultation, coaching, facilitation, assessment and intervention services, particularly with non-profit organizations and public agencies.
2. Long-term lived experience and on-going relationships with communities of color, including Black folks.
3. Fluency with concepts, language, and frameworks such as critical race theory, intersectional feminism, and settler colonialism. (Note: It is not the exact jargon that is necessary to the position, but the ability to analyze organizational dynamics and to frame and present them in ways that advance outcomes around racial and social justice.) Familiarity with conflict resolution and restorative justice frameworks strongly preferred.
4. Demonstrated supervisory experience with a strong intersectional racial justice analysis and ability to navigate dynamics of power and identity.
5. Experience analyzing data and writing client-facing summaries, reports and organizational assessments.
6. Demonstrated experience developing and managing programs, including developing systems to track and evaluate program effectiveness and apply project management principles, practices, methods, and techniques.
7. Demonstrated experience managing budgets, which may include fee-based and grant revenue sources.
8. Experience managing contract deliverables, which may include compiling reports and pulling data from multiple data sources.
9. Strong conflict resolution skills.
10. Ability to work independently and collaboratively, with great flexibility.
11. Demonstrated ability to prioritize among multiple projects and tasks and meet deadlines; strong organizational and time management skills.
12. Familiarity with computer and basic software including MS office and data management systems.
13. Willingness to appear on camera for online outreach and teaching opportunities preferred.

Physical Demands:
The following qualifications and skills are preferred. Whenever necessary, RNW will make every effort to provide reasonable accommodations in accordance with the ADA.

1. Ability to execute required responsibilities including, but not limited to, regular public presentation, providing typed communication, and extended speaking and listening in person and on the phone.
2. Ability to travel to meetings in the Portland metropolitan area and beyond.
3. Ability to transport supplies (e.g., chart-packs and easels).

Work Environment:
This position will work in a shared office setting at a desk with a computer and a phone. The Director of Training & Consultation requires a flexible work schedule, including some evening and weekend work.

Resolutions Northwest embraces excellence through diversity, advocates the principles and spirit of affirmative action, and is strongly committed to the promotion of race, gender, ability and class equity through our hiring process. To this end, Resolutions Northwest is an equal opportunity employer. Candidates representing oppressed races, nationalities, genders, untapped and under-resourced communities are highly encouraged to apply.