Position Title: Neighborhood Fund Community Coach  
Reports To: Program Associate

Overview of Community Coach Role:

Since 1991, the Neighborhood Fund has been a resource for metro Atlanta residents seeking positive change in their neighborhoods. By providing support and financial resources, the Neighborhood Fund assists residents and neighborhood groups (non-501c3 organizations) as they organize around their strengths and assets.

The guiding vision of the Neighborhood Fund is for engaged residents to have the power to make a positive impact on critical issues at the local level. A wide range of improvements have beautified neighborhoods, increased safety and health, supported education and youth development, celebrated culture, fostered community identity, and overall enhanced quality of life in neighborhoods. We have helped residents transform their ideas and energy into results. While the approach has changed over the years, we have remained focused on strengthening local community by supporting the very people who call that place home.

A Community Coach supports, encourages and empowers community leaders and residents to create positive change within their community. A Community Coach is expected to model his/her/their approach on the principles of Asset-Based Community Development (ABCD) and other strengths-based, grassroots-focused methodology.

The principal role of a Community Coach is to provide one-on-one coaching, capacity building expertise and tools to a nonprofit organization or community group that has received a grant through the Neighborhood Fund. A Community Coach works with an assigned group over the duration of the grant period with the following primary objective: to assist the group with successfully meeting all grant requirements through technical grant assistance and project management.

In addition, a Community Coach serves as a critical link between the Community Foundation for Greater Atlanta and the groups funded by the Neighborhood Fund. A Community Coach is expected to closely observe the assigned group’s progress and report this information back to the Foundation on a regular basis. A Community Coach is also expected to assist in the completion of grant reports and expenditure documentation and submit on the assigned group’s behalf.
Description of Responsibilities:
- To provide one-on-one coaching
- To meet in person with the assigned group at least once a month
- To conduct follow-up phone calls and/or emails, as necessary
- To submit monthly coaching reports documenting the assigned group’s progress
- To assist the assigned group with the accurate, timely and successful completion of all grantee reports and expenditure documentation
- To submit all grantee reports and expenditure documentation on the assigned group’s behalf
- To serve as a liaison between Neighborhood Fund program staff and the assigned group
- To communicate regularly and openly with Neighborhood Fund program staff
- To identify and share relevant resources and opportunities for groups, as necessary
- To provide regular feedback and coaching support on the funded project, as necessary
- To recognize and navigate complex and/or sensitive community issues or dynamics in a tactful and productive manner
- To recognize and navigate challenges or barriers to the assigned group’s success

Background:
- Bachelors degree in the social sciences or community development, or
- At least two years of community building and/or community organizing experience in high-priority communities
- Knowledge of metro Atlanta neighborhoods and communities
- Functional knowledge and/or training in Asset-Based Community Development

Preferred Skills:
- Expert-level knowledge and skills in one or more of the following areas:
  - Leadership development
  - Community organizing
  - Meeting facilitation
  - Program planning
  - Resource development & fundraising
  - Volunteer management
  - Group decision making
  - Asset mapping
  - Conflict resolution
  - Coalition building
  - Marketing and communications
  - Community economic development
- Cultural competency in serving Latinx and other high-priority communities
- Strong understanding and upholding of the principles of diversity, equity and inclusion
- Effective project management
- Strong communication and interpersonal skills
- Ability to build relationships as well as manage conflict with a diversity of people
- Good leadership skills that reflect flexibility, patience, empathy, assertiveness and a problem solving mindset

Bonus Qualifications:
- Bilingual and able to read, write and speak Spanish proficiently

Expected Start Date:
Contract position expected to begin January 2023 with the ability to work with multiple groups (max. 3)
Compensation:
Flat fee based on competitive consultant pay rates and commensurate with project scope.

<table>
<thead>
<tr>
<th>Coaching Type</th>
<th>Coaching Description</th>
<th>Grant Period</th>
<th>Base Hourly Pay Rate</th>
<th>Estimated Coaching Hours</th>
<th>Total Fee</th>
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</thead>
<tbody>
<tr>
<td>Community Building - Essentials</td>
<td>Provide moderate level of contact and interaction based on identified needs. Will require some training, mentoring, and/or facilitation, etc.</td>
<td>6 months</td>
<td>$100</td>
<td>24</td>
<td>$2,400</td>
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<td></td>
<td>12 months</td>
<td>$100</td>
<td>48</td>
<td>$4,800</td>
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<tr>
<td>Community Building - Comprehensive</td>
<td>Provide high level of contact and interaction based on identified needs. Will require heavy training, mentoring, and/or facilitation, etc.</td>
<td>6 months</td>
<td>$110</td>
<td>40</td>
<td>$4,400</td>
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<tr>
<td></td>
<td></td>
<td>12 months</td>
<td>$110</td>
<td>66</td>
<td>$7,260</td>
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