



## Senior Capacity Coach (Contract 1099) Nonprofit Systems & Organizational Capacity

### About VESTEDin™

VESTEDin™ Consulting Group, LLC (VESTEDin™) is a human-centered organizational development firm that strengthens nonprofit organizations as systems, not just individual leaders. Our work focuses on long-term organizational capacity through structured cohorts, learning journeys, and capacity coaching grounded in our [STEMS Framework and SEEDS Developmental Model](#).

### What Capacity Coaching Is (and Is Not)

#### Capacity Coaching IS:

- Organizationally focused (not individual performance coaching)
- Grounded in nonprofit operating conditions
- About sequencing, prioritization, and implementation
- Designed to strengthen systems, infrastructure, and decision-making
- Delivered in partnership with learning, peers, and funders
- Built to last beyond any single leader

#### Capacity Coaching IS NOT:

- Executive coaching, career coaching, or life coaching
- Therapy, mentoring, or advising individuals on personal goals
- Consulting projects where the coach “does the work” for the organization
- Unlimited or on-demand support
- Content delivery or training facilitation as a primary function

### The Role: Senior Capacity Coach

This role is designed for former or current Executive Directors, Program Officers, Intermediaries, and Senior Nonprofit Leaders who want to contribute their judgment and lived experience.

Senior Capacity Coaches operate inside a **clearly designed system**. Your value is in your judgment in providing strategic thought partnership, gentle nudges, and in celebrating milestones without doing the work for the organizations.

### Time Commitment (Transparent & Honest)

- Average: 8–10 hours per month
- Quarterly peak months: up to 18 hours
- Cohort length: Determined by Need
- Paid hourly for actual hours worked
- This is **not** a high-utilization or primary-income role
- This is an independent contractor (1099) role and does not include employee benefits.

*Hours reflect estimated workload required to meet role responsibilities; coaches retain discretion over how work is performed within the bounds of scheduled cohort activities.*

### What You Will Be Doing

#### 1. Organizational Health Checkups (One-Time per Cohort)

- Using the [VESTEDin™ S.T.E.M.S & S.E.E.D.S. Nonprofit Organizational Development Frameworks](#), conduct 75–90 minutes storytelling interviews with each assigned organization



## Senior Capacity Coach (Contract 1099) Nonprofit Systems & Organizational Capacity

- Explore organizational history, capacity strengths, constraints, and readiness to implement change
- Contribute reflection and synthesis notes
- Occurs during cohort intake only

### 2. Monthly 1:1 Capacity Coaching

- Support 3–4 nonprofit organizations
- 1 hour per organization per month
- Coaching focuses on:
  - Implementation of capacity-building plans
  - Sequencing and prioritization
  - Decision-making in real-world constraints
- Includes preparation and documentation

*Some under-resourced organizations may require one additional coaching hour per quarter; this is planned for and bounded.*

### 3. In-Person Cohort Sessions (Quarterly)

- Attend all required in-person cohort convenings
- Support trust-building, group sensemaking, and application of learning
- Note: Typically, there are no virtual sessions in months with in-person sessions, but this could change.

### 4. Group Facilitation & Peer Sensemaking (Rotational)

- Facilitate one group-based implementation or peer sensemaking session per quarter
- Coaches rotate this responsibility
- Includes preparation, facilitation time, and documentation

### 5. Organizational Sensemaking & Plan Stewardship (1-2 Times)

- Participate in finalizing and pressure-testing capacity-building plans
- Ensure plans are realistic, sequenced, and aligned with organizational readiness to implement change
- Occurs 1-2 times at the start of a cohort

### 6. Strategic Alignment & Pattern Recognition

- Periodic alignment with VESTEDin™ Learning & Program staff
- Share cross-organizational patterns, risks, and insights
- Approx. 1-1.5 hours per month

## Compensation

### 1. Hourly Rate

- \$60–70/hour, depending on experience and cohort load
- Paid hourly for actual hours worked

### 2. Local Travel (Within Assigned Cohort City)

For coaches working within the cohort's primary city (e.g., Houston, Austin, other), the hourly rate includes routine in-town travel time and mileage. No additional reimbursement is provided for local travel within that city.



## Senior Capacity Coach (Contract 1099) Nonprofit Systems & Organizational Capacity

- Travel expenses reimbursed per policy (travel time is not billable)

### 3. Out-of-Town Travel

For coaches traveling to a cohort city from outside the region, travel expenses are reimbursed per policy when travel exceeds 75 miles one-way or requires air travel.

Reimbursable expenses may include transportation, lodging (if required), and meals within a standard travel window.

Travel time is not billable.

*\$1,600 Cohort Completion Bonus, paid upon successful completion of the full cohort and completion of closing documentation to recognize continuity, trust-building, and long-term commitment, and not performance-based or tied to organizations' outcomes*

### Important Fit Note (Please Read Carefully)

This role is **not intended for individuals who are currently full-time W-2 employees**. Current Executive Directors, Program Officers, Intermediaries, and Senior Nonprofit Leaders may be considered upon confirmation that this work will not conflict with their primary role.

While the monthly hours are modest, the work requires:

- Predictable availability across a long cohort arc
- Presence during daytime and in-person sessions
- Emotional and cognitive space to support other leaders well

This role is intentionally designed for:

- Former Executive Directors or Program Officers
- Former Senior nonprofit or intermediary leaders
- Portfolio professionals who have stepped out of full-time executive leadership
- A limited number of current executives who have employer approval and sufficient capacity to meet all role expectations consistently. Eligibility parameters include:
  - acknowledgment and approval from their employer, confirming that outside coaching work is permitted
  - no conflict of interest with their employer's policies, responsibilities, or organizational relationships
  - ability to attend required daytime, virtual, and in-person cohort activities without repeated rescheduling, interruption, or reliance on after-hours spillover
  - clear evidence that this role is supplemental and will not be usurped by the demands of the candidate's full-time position
  - commitment to maintaining confidentiality and appropriate separation between their employer role and VESTEDin™ coaching work

VESTEDin™ reserves the right to determine whether these conditions have been sufficiently met before engagement and at any point during the cohort if availability or role fit changes



## Senior Capacity Coach (Contract 1099) Nonprofit Systems & Organizational Capacity

### Who Will Thrive in This Role

You are likely a strong fit if you:

- Have 10+ years of **senior** nonprofit leadership experience
- Leaders who have navigated structural inequities and bring a grounded understanding of what capacity-building looks like in under-resourced contexts
- Have served as an Executive Director, COO, Program Officer, or equivalent
- Understand nonprofits as **systems**, not just programs
- Are comfortable offering judgment without controlling outcomes
- Value boundaries, clarity, and well-designed roles
- Enjoy supporting other leaders and can reliably protect the time, attention, and follow-through this role requires over the full cohort arc
- Has proficiency with collaboration tools (Google Workspace, Zoom, shared documents) and actively uses AI

### This Role Is Not a Fit If You Are Seeking:

- A primary income stream
- Consistent hours per month
- A role you would need to routinely fit around the unpredictable demands of a full-time executive position
- A role where you design the program
- High utilization or rapidly expanding scope
- Executive or career coaching work

Please complete the [VESTEDin™ Senior Capacity Coach Application](#). We currently do not need a resume or cover letter. Thank you for your interest.