



Advancing Community-Driven Social Change

**Consultant, Training & Curriculum Development
Independent Contractor**

Summary

[Social Good Solutions \(SGS\)](#) is a Black woman-owned and operated boutique consulting firm that works with philanthropic institutions, nonprofit organizations, public agencies, and institutions of higher education to design, operationalize and manage racial justice initiatives from concept to implementation.

Our core values are grounded in dignity and justice for all, community-centered solutions, and excellence at every turn. Using a participatory framework and co-design approach, we support our clients in their journey to operationalize racial equity and social justice in organizational culture and in programs, services and strategies. Our work is organized across four main domains: Initiative Management, Organizational Culture Transformation, Strategic Advising and Special Projects.

The *Consultant, Training & Curriculum Development* will advance the work of the [Black Equity Collective \(BEC or The Collective\)](#), an ecosystem founded and hosted by Social Good Solutions and housed within the firm's Initiative Management portfolio, which represents our efforts to serve Black-led and Black-empowering organizations across the state. This contractor role requires subject matter expertise in instructional design/adult learning methodologies, curriculum development, and in-person as well as online module development.

This scope of work is well suited for a seasoned leader (or firm) who can design, field test and refine a training certification program for The Collective. The contractor should have a background in developing, implementing, and managing training programs that teach content and improve skills; can translate technical information into engaging, digestible content; and is a seasoned facilitator who can command attention among an audience of professionals and listen deeply in order to refine pedagogy to meet participants' needs. He/she/they will also have a reputation for centering equity and racial justice in curriculum design and will be passionate about helping Black-led nonprofit organizations to thrive.

The contractor will serve as a critical strategic thought partner to the Executive and Collaborative Leadership Teams in guiding the development of a top-tier training certification program intended for a national audience. He/she/they will understand the mission of the Collective and its goals in order to design a training certification program consistent with Collective's brand; will have excellent listening and relationship-building skills combined with organizational leadership experience, excellent writing and communication skills, as well as the technical acumen to fulfill the goals of the engagement.

Specific Responsibilities:

The Consultant, Training & Curriculum Development will help the Collective's to deliver on its vision of building a strong nonprofit ecosystem by designing a training certification program focused on two primary outcomes: 1) strengthening the operational and administrative capacities of grassroots, community-based fiscal sponsors, and 2) developing the cultural intelligence competencies of traditional fiscal sponsor organizations working with Black-led organizations.

Consultant Scope of Work

The Consultant will be responsible for:

Training & Curriculum Development:

- Lead strategy development, program design and implementation of a new certification program focused on ensuring Black-led organizations are being served well by their fiscal sponsor entities.
- Work with the Initiative Management team to understand the core mission of the Collective's current training programs, its partners/collaborators and how a new certification program will advance the overall mission and vision of the Collective.
- Develop and facilitate a team of subject matter experts to inform content development.
- Design training modules and content scope and sequence.
- Design a program delivery schedule that provides depth of content and timely completion.
- Ensure certification program upholds both the Principles for Black Equity and the firm's participatory co-design methods in both design and implementation.
- Develop a field-testing plan tailored for the Collective's target training audience.
- Identify the skills needed to develop a cadre of trainers capable of leading in-person and e-learning sessions and assess capacities needed to achieve the training certification program's stated goals.
- Collaborate with the Sr Leader, Evaluation and Learning to develop program goals and track results.

Marketing & Communications

- Collaborate with the marketing and branding consultants to develop promotional materials and digital assets related to data collection and advertising training opportunities.
- Work with the executive team and the Collective's fiscal manager to develop appropriate equity-based fee structures.
- Ensure program materials, in both print and digital, represent and reinforce the Collective's brand, core values and vision for racial justice.
- Prepare and deliver presentations to potential training participants to support field testing.

General Project Leadership

SGS works with a high degree of professionalism and community care. As such, all team members, including contractors, are expected to represent the work with integrity and excellence. The ability to plan ahead, anticipate needs, document decisions, build trust and camaraderie with peers and elders, and manage to deliverables with limited oversight are all essential skills. We operate as a sacred sisterhood and community worthy of our own and each other's dignity and respect.

Consultant Qualifications

This contract role is an excellent opportunity for a seasoned training professional. The ideal consultant will possess the following professional and personal abilities, attributes and experiences:

- Master's or other Advanced Degree combined with a minimum of 12-15 years of relevant curriculum development and training management experience, including at least five years in a senior organizational role.
- Experience working in (or with) a nonprofit, community-based organization or grantmaking organization in California is strongly preferred.
- Demonstrated experience in curriculum development, adult learning methodologies and program design.
- Working knowledge of the role and functions of a fiscal sponsor organization.
- A track record of advancing equity and justice at an organizational level.
- Evidence of small and large group facilitation experience.
- Working knowledge of developing learning management systems and collaborating with technical subject matter experts to design such systems.
- Exceptional communications and writing skills.

- Cultural intelligence, evidenced by a shared lived experience and background living and/or working in communities served by SGS.
- Technical command of Google Suite, Microsoft Suite, Zoom, online meeting and project management tools; comfortability with exploring and incorporating new technologies.
- Forward and innovative thinking with the ability to observe and anticipate needs.
- Ability to serve as an example of professionalism, evidenced by an exceptionally high work ethic and a sense of pride in one's work.
- The ability to build relationships, trust, and rapport across a spectrum of stakeholders ranging from grassroots community leaders, clients, public officials, funders, peers, and team members.
- Open to learning, developing, feedback, and continuous improvement.
- Reliable transportation.

This is a contracted position with a budgeted monthly fee of \$10,000 for 12 months, to start. The contract may be extended given budget and project needs. The contractor is responsible for securing their own place of work and equipment and will be expected to attend a reasonable number of workshops, events and in-person meetings in order to gain first-hand knowledge of the Collective's work.

No benefits apply.

Desired Project Launch Date: September/October 2023

Interested applicants should submit their LinkedIn Profile or website, a curriculum sample (3-5 pages), 3-5 professional references and a written introduction letter answering the question below using [this form](#).

Introduction letter question: *This contract is well-suited for me/our firm because...*

SGS is an Equal Opportunity company with a strong commitment to equity and diversity. We welcome applications from all, and strongly encourage consultants underrepresented in the field to apply. The firm uses a collaborative, team-based selection process. Applicants will not be asked to produce new work as part of the interview process but may be asked to provide relevant work samples and references. Please note, not every applicant will be contacted for an interview.