Summary:

Soar Strategies is a consulting and coaching firm, incorporated in July 2017 by Janine Hill, PhD, President, with 10 consultants currently on staff.

The firm’s footprint in the Chicagoland area and nationally is expanding and requires a new staff position to complement its growing market share and expertise in DEI content (particularly a focus on racial equity) and workshop/retreat facilitation. Soar Strategies is committed to helping leaders and groups in the social good and corporate sectors. We do this by encouraging leaders to share their strengths, create goals, and achieve their professional as well as personal goals through collaborative processes. We are passionate about teams and individuals. We believe that our diversity in experiences, knowledge, and thoughts is our best quality, and we use this approach to help your organization shine by creating brave spaces for learning and growth. We believe that change is a collaborative process that must be guided by goals. We seek to continuously collaborate with organizations, individuals, and teams to facilitate crucial conversations that lead to transformation. We value equity, discovery, creativity, learning, and accountability.

Currently, the firm’s core work includes diversity, equity, inclusion, and cultural competency initiatives and group facilitation; executive, leadership, and team coaching; leadership development; workshop/retreat facilitation; and nonprofit leadership transitions.

The Project Manager/Facilitator position is designed to be a long-term role, with a time commitment of approximately 15-25 hours a week; will directly report to the President; and will include leading/managing projects and clients, assisting in the facilitation of meetings and workshops, working with other consultant staff, and developing new DEI content products.

For more information about who we are and what we do, please see www.soar-strategies.com.

Key Job Responsibilities:

- Be a primary liaison between Soar Strategies staff and consultants and clients
- Manage workflows of trainings and ongoing project work focused on racial equity
- Prepare and facilitate workshops/retreats on racial equity, nonprofit organizational development/strategy, and team building
- Write consulting proposals, briefs, plans, articles, toolkits, reports, and other documents

Qualifications:

Required

- Seven to ten years’ experience working with large and small social impact organizations, including nonprofits, corporations, and foundations
• Documented experience in working with executive leadership/teams on the development and execution of multi-stage projects
• Content expertise in and passion for diversity, equity, and inclusion, with a focus on racial equity
• Comfort with being in the “front of the room”—being lead/sole facilitator of meetings and workshops
• Ability to connect with diverse stakeholders and audiences
• Excellent writing/editing and verbal communication skills
• Highly collaborative working style with the ability to work as part of a highly experienced team
• Exceptional attention to detail with high organizational skills
• Undergraduate college degree, or equivalent relevant professional experience
• Availability to work during the weekday (during normal business hours), occasional evenings, and weekends (in-person, in the Chicagoland area, and virtual sessions)
• Proficiency with Microsoft Office Suite (Word, Excel, Power Point)

Preferred

• Master’s degree in social service administration and other related areas, or equivalent experience
• Background in learning and organizational development
• Knowledge of the Chicagoland nonprofit/social impact landscape

To Apply:

• Send cover letter, 10-slide deck sample, and resume to janine@soar-strategies.com with “Project Manager/Facilitator Position Application” in the subject line
• No calls please
• This position is opened until filled with the right candidate, with an expected start date in April 2022
• Proposed pay will be $6,000-$8,000/monthly, commensurate with experience
• This will be a 1099 consultant position; as such, benefits will not be provided, and contractors will be responsible for paying their own taxes
• Individuals from historically marginalized groups are especially encouraged to apply

Notice of Nondiscrimination: Soar Strategies is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, or sexual orientation, and any other class of individuals protected from discrimination under state or federal law. It is the policy of Soar Strategies to comply with all federal, state, and local laws and regulations regarding equal opportunity. In keeping with that policy, Soar Strategies is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, Soar Strategies will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, coworker, vendor, client, or customer of Soar Strategies. We believe that there is strength in diversity of social identities and backgrounds, and that those viewpoints must be centered in the work we do.