



GROUND SOLUTIONS NETWORK

strong communities
from the ground up

Title: Training Manager	Reports to: VP of Sector Growth
Department: Training and Member Services	Status: Full-time, Exempt

About Us

[Grounded Solutions Network](#) is a national nonprofit dedicated to shaping communities to be equitable, inclusive and filled with opportunity for all. Where we live matters. It determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations.

As a national membership organization, we support nonprofit and government practitioners, community resident leaders, advocates, elected officials, and other housing professionals with the tools and knowledge they need for success. We promote the creation and preservation of quality housing that remains affordable for generations. Our work specifically targets creating and expanding housing with lasting affordability, using a racial equity lens.

Grounded Solutions Network is committed to fostering an organizational culture rooted in critical thinking and consciousness about race and class. We seek candidates who are dedicated to achieving racial equity as both a process and outcome. We are committed to building a staff team that is as racially and culturally diverse as the communities that we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About the Position

We are seeking a dynamic Training Manager with direct experience in the affordable housing sector to manage and implement our training program. The Manager will be responsible for developing curriculum, facilitating both online and in-person learning events, and managing our bi-annual national conference. The Manager will also be responsible for creating field tools, with support from program staff, subject matter experts, and on-the-ground partners, and integrating those tools into trainings and events. Our training program evolves to meet the demands of the field, so the Manager will need to be flexible and innovative, able to balance the needs of current audiences with emergent needs of the sector. The ideal candidate possesses strong communication and problem-solving skills, enjoys collaboration, has the ability to manage multiple deadlines, and is passionate about the role that nonprofits,

government agencies, and other stakeholders can play in advancing housing opportunities with lasting affordability that center racial equity and inclusion.

By joining an organization focused on racial equity, the Training Manager is expected to come into the role with a basic understanding of racial equity values and the humility to join a team committed to continued learning about how the legacy of structural racism shapes housing, community development finance, and industry interactions.

Key Responsibilities

1. Manage Grounded Solutions Network's training program (35%)

- a. Refine or develop, implement, and evaluate strategies to grow the impact of the training program.
- b. Refine or develop, implement, and evaluate curricula that reflect Grounded Solutions' strategic priorities and meet the evolving needs of the field.
- c. Working with a small but growing team of Grounded Solutions staff and external trainers, produce training events and tools that are accessible to diverse audiences and center POC learners.
- d. Serve as the organization's primary training facilitator, providing content oversight and classroom management.

2. Manage Grounded Solutions Network's annual conference (20%)

- a. Refine or develop, implement, and evaluate strategies to grow the impact of Grounded Solutions' annual conference.
- b. In close collaboration with the Executive and Communications Teams, manage high level conference strategy: determine audiences, set goals, identify themes, set schedule, select sessions, and ensure that Grounded Solutions' strategic priorities are a focus throughout the conference planning and execution process.
- c. Manage staff and consultants responsible for planning and executing the annual conference: set deadlines, review work products, curate content, and troubleshoot problems.

3. Oversee the Resource Library and Field Tools (30%)

- a. Develop or revise and promote key sector building educational tools.
- b. Review, refine, and update the content of our online resource library.
- c. With support of staff and consultants, maintain online calculators, mapping tools, and other technology tools on our main website and our companion website, inclusionaryhousing.org.
- d. Improve overall tool applicability, availability and usability.
- e. Coordinate field tools with training and member engagement to optimize adoption of tools, promote best practices, and attract members.

4. Manage the Training Team (15%)

- a. Supervise staff and support their professional development.
- b. Help shape Team strategy and participate in organization- wide strategy making.

- c. With the VP of Sector Growth, formulate strategies to increase training and event revenues (from fees, grants, and sponsorships) to support long term sustainability.

Qualifications for Entry into this Position

Grounded Solutions believes that our team should reflect, respect, and understand the diversity of backgrounds, identities, and experiences of the communities that we serve. We strongly encourage people of color, people of all gender identities, people with disabilities, and LGBTQ+ candidates to apply. Studies have shown that men apply for jobs when they meet only 60% of the qualifications, but women only apply if they meet 100% of them. If you are unsure that you qualify for the position but think you'd be great at the role, we encourage you to apply anyway. If you don't have the minimum qualifications, you may be offered a different position and title, and we would partner with you to help you gain the skills necessary for the position as posted.

1. 6+ years of experience in a role that included managing people, projects, and budgets.
2. 3+ years of experience working in an affordable homeownership program
3. Experience planning, executing, and evaluating in-person and virtual training events that are accessible to diverse audiences and center the experiences and voices of people of color.
4. Track record of engaging with topics related to housing, race and community development.
5. Ability to work successfully in self-directed, virtual environments, including managing a variety of projects, developing work plans and meeting deadlines under general direction.
6. Familiarity with Salesforce or another CRM as well as Zoom or another online meeting platform and willing to learn other technology tools.

Additional Preferred Qualifications

- Experience working for a housing program with lasting affordability whether that be a community land trust, limited equity cooperative, or deed restricted housing program.

Starting Salary Range

\$79k to 94k annually, commensurate with experience.

Travel required

Approximately 5-8 trips per year of out-of-state travel as needed to attend staff meetings, conferences and provide training to clients.

COVID-19 Requirements

GSN's mandatory vaccine guidelines require all employees to be fully vaccinated by their start date. At this time, GSN defines "fully vaccinated" to mean that two weeks have passed since a second dose of the 2-dose series for the Pfizer or Moderna vaccines, or a single dose of the Johnson & Johnson vaccine. A current employee or applicant (i) who has a disability or qualifying medical condition that contraindicates a COVID-19 vaccination, (ii) whose sincerely held religious belief, observance or practice conflicts with the vaccination requirement, or (iii) who qualifies for an exemption under applicable state or local law may request an exemption from this vaccination policy.

Location

Remote.

Join our team and build your career with us! We offer:

- Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community, equity and justice
- Opportunities for professional growth and development
- Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off.

How to Apply:

Please submit, as 1 document (PDF or word), a cover letter and resume here: [Training Manager](#).

Interviews will be conducted on a rolling basis.