

New Chapter Coaching

Senior Associate

Position Announcement · 2026

Location	Mid-Missouri
Reports To	Managing Director
Position Type	Full-time · 36 hrs./week · Exempt · Fridays off
Salary Range	\$60,000 – \$70,000 commensurate with qualifications and experience
Applications To	Opportunities@NewChapterCoach.com · Rolling basis · Priority review begins May 1, 2026

WHO WE ARE

New Chapter Coaching is an award-winning, full-service nonprofit consultancy founded in 2008 and operating across 25 states. We help nonprofits — from small grassroots organizations to large national institutions — strengthen their internal systems, build effective teams, and increase their long-term programmatic and financial sustainability.

Our services span strategic planning, leadership coaching, board effectiveness, management training, fundraising strategy, and organizational capacity building. In 2026, we are launching three new signature cohort -based programs (Fundraising Resilience Lab, the Manager to Leader Accelerator, and the Board-Executive Intensive) designed to serve the current needs of the nonprofit sector.

We have a workplace culture where everyone belongs. At New Chapter Coaching we:

- Align our actions with our core values and commitment to equity
- Actively invest in every team member reaching their full potential
- Cultivate an environment of psychological safety and belonging

THE OPPORTUNITY

We are adding a Senior Associate to our team at a pivotal moment of growth. The person in this role will collaborate on projects with both the CEO and Managing Director but will also carry their own client load. It is a client-facing position for someone who is ready to show up as a credible consultant, facilitator, and coach to nonprofit leaders from day one.

The right person brings deep nonprofit sector experience, strong facilitation and training instincts, and the interpersonal credibility to earn client trust quickly. They are comfortable

leading engagements independently, working within a small high-performing team, and contributing to the continued growth of the practice.

This role reports to the Managing Director and works in close collaboration across all New Chapter Coaching service areas, including our new cohort programs.

WHAT YOU WILL DO

Client Delivery & Facilitation

- Serve as primary facilitator and consultant on assigned client engagements — strategic planning, management training, leadership coaching, board development, and organizational assessment
- Co-facilitate and eventually lead sessions within New Chapter Coaching's signature cohort programs, including the Fundraising Resilience Lab and Manager to Leader Accelerator
- Design and deliver workshops, training sessions, and webinars tailored to client needs and organizational context
- Provide ongoing implementation support to clients between engagements, helping them apply recommendations and navigate challenges

Client Relationship Management

- Serve as the primary day-to-day contact for assigned clients, maintaining strong professional relationships and clear communication on project status and deliverables
- Identify emerging client needs and surface opportunities for New Chapter Coaching to provide additional support
- Represent New Chapter Coaching with the credibility, warmth, and professionalism our clients expect and deserve

Project & Program Management

- Lead multiple consulting projects simultaneously, ensuring they are completed on time, within scope, and to the client's satisfaction
- Develop project plans, timelines, and deliverables in collaboration with clients and internal team members
- Contribute to New Chapter Coaching's cohort program infrastructure — intake processes, session materials, participant communications, and alumni engagement

Business Development & Organizational Contribution

- Develop new business by cultivating relationships, pursuing leads, and supporting proposal development

- Contribute to New Chapter Coaching's continuous improvement by participating in strategy development, service refinement, and organizational planning
- Mentor and support junior team members as the team grows
- Maintain and grow professional knowledge through ongoing learning, sector engagement, and peer networks

WHAT YOU BRING

Required

- Bachelor's degree required
- Minimum 5 years of experience in nonprofit consulting, nonprofit management at the management team level or above, or a closely related field
- Deep working knowledge of nonprofit operations, governance, and organizational development
- Demonstrated ability to design and facilitate trainings/workshops or group processes with senior nonprofit leaders
- Strong project management skills; able to manage multiple engagements simultaneously without losing quality or client trust
- Excellent written and verbal communication; able to present complex ideas clearly and persuasively to diverse audiences
- Interpersonal credibility — able to build trust quickly with nonprofit executives, board members, and senior staff
- Comfort working independently in an office or remote or hybrid environment with a small, high-performing team

Strongly Preferred

- Minimum of 3-5 years' experience working in a 501(c)3 nonprofit
- Coaching experience or credentials
- Service on a nonprofit board of directors
- Experience operating or contributing to a consulting practice, social enterprise, or small business

WHAT WE OFFER

New Chapter Coaching offers a compensation and benefits package designed for the whole person:

- Salary range of \$60,000 to \$70,000 commensurate with qualifications and experience
- 4-day work week — 36 hours, Fridays off
- Generous paid time off and paid holidays

- Retirement match
- Health care stipend
- Quarterly wellness stipend
- Paid parental leave
- Annual professional development investment
- Community service hours
- Cell phone stipend
- Annual performance bonuses and cost-of-living raises that have recently exceeded inflation
- A workplace where you are known, valued, and invested in

HOW TO APPLY

Send a cover letter and resume to Opportunities@NewChapterCoach.com. We review applications on a rolling basis and encourage early submission.

Your cover letter matters to us. Please use it to tell us specifically how your experience prepares you to deliver results for nonprofit clients and contribute to New Chapter Coaching's growth. Generic cover letters will not be competitive. We want to hear your voice and understand your value.

For more about New Chapter Coaching: www.newchaptercoach.com

New Chapter Coaching is an equal opportunity employer committed to building a team that reflects the communities we serve.