



Request for Applications (RFA)

Kauffman 1MC Organizer Training Representative (Contractor)

Release Date: September 1, 2025

Application Deadline: October 4, 2026, 11:59 p.m. CST

Location: Remote (Minimal Travel Required)

Time Commitment: Up to 25 hours per week

Submit applications to: 1mcadmin@1millioncups.com

Subject Line: RFA – Organizer Training Representative

Number of Available Positions: One

Request Summary

1Million Cups (1MC) is role out a refreshed network-leadership strategy in 2026, organized around three regions (West, Central, East) led by Regional Network Leads (RNLs). The Organizer Training Representative (OTR) is 1MC's lead for organizer learning and capacity building, ensuring that every organizer has the skills, tools, and confidence to steward thriving, inclusive communities and activate the behaviors required by our network leadership framework.

In this contractor role, you will design and deliver organizer Onboarding, Certification Level I, and Certification Level II. You will also plan and coordinate a professional development calendar (three Professional Development trainings annually) with external vendors, and support tech training/enhancement rollouts by translating changes into clear, practical guidance for organizers. You'll partner closely with Regional Network Leads to manage and identify regional needs and tailor learning, and with the Organizer Relations Representative to handle scheduling, registration, communications, attendance tracking, and asset filing, ensuring content is excellent and operations run smoothly.

About 1 Million Cups



1 Million Cups (1MC) is a volunteer-led, weekly gathering where entrepreneurs share, learn, and connect. In 2026, 1MC will roll out a refreshed strategy centered on network leadership, with three U.S. regions: West, Central, and East, each guided by a Regional Network Lead (RNL). The strategy sharpens how we:

- Build thriving communities (reliable cadence, inclusive culture, strong organizer teams)
- Increase reach and accessibility (more founders engaged, multilingual communities)
- Build and share knowledge (repeatable playbooks, data transparency, peer learning)

The Organizer Training Representative (OTR) is 1MC's lead for organizer learning, aligned to the 2026 network-leadership strategy. The OTR partners closely with regional network leads on regional needs and with the ORR for scheduling, registration, communications, and assets so that content is strong and operations run smoothly. The goal is to equip organizers with the skills, tools, and confidence to lead thriving, inclusive 1MC communities. The ideal candidate is an experienced facilitator who knows 1MC, communicates clearly, has strong presentation skills and is comfortable with basic data/reporting.

This part-time contractor role's work is primarily remote, with an expectation to travel to the headquarters of the Kauffman Foundation in Kansas City, Missouri, at least twice annually.

Scope of Work

The OTR builds organizer capability so RNLs can focus on network leadership and community outcomes, directly advancing 1MC's 2026 strategy to build thriving communities, increase reach and accessibility, and share knowledge across the network. The OTR designs and delivers Onboarding and Certification Levels I and II, plans three professional development trainings each year with vendors, and supports tech training and enhancement rollouts by translating updates into clear, practical guidance.

1. Design & deliver learning

- **Design & maintain curricula:** Build, update, and improve Level I and Level II certification content (objectives, modules, slides, activities, facilitator guides,



assessments) aligned to 1MC's strategy; ensure accessibility and incorporate feedback/data.

- **Deliver & manage certifications:** Lead training sessions (virtual/in-person), coordinate scheduling/logistics with the ORR and vendors, track attendance and completion, issue certificates/badges, and report outcomes for continuous improvement.

2. Professional development & capacity building

- Plan and coordinate three (3) professional development trainings per year with external vendors/SMEs; define objectives, learning outcomes, and take-home tools.
- Provide supplemental capacity-building activities (office hours, micro-modules, playbooks, checklists).

3. Partner & coordinate

- Work closely with the ORR to schedule, register, communicate, track attendance, manage assets/recordings, and create newsletter blurbs for certification and professional development training.
- Align with RNLs on regional needs; adapt examples and case studies to local contexts.

4. Measure & improve

- Define learning objectives and metrics; track attendance, completion, and skill uptake; recommend improvements quarterly.
- Maintain a clean archive of curricula, recordings, and resources.
- Coordinate with the ORR on platform and technical training

Qualifications

- Bachelor's degree in education, adult learning, entrepreneurship, instructional design, IT, adult learning, communications, or related field); master's preferred.
- Three years of experience coordinating or delivering tech training.
- Proficient in Learning Management Systems. Zoom/Teams and Microsoft 365.
- Network leadership mindset, ability to collaborate across HQ, RNLs, and organizers, and strengthening connections and shared learning.
- Tech-fluent and data-aware, comfortable with Slides/PowerPoint, Zoom, Slack, Sheets/Excel (and Salesforce familiarity); tracks attendance/completion/CSAT.
- Demonstrated facilitation experience (virtual & in-person) and curriculum development (slides, guides, assessments).



- Understanding entrepreneurship ecosystems and volunteer-led/community programs; bilingual (English/Spanish) preferred.
- Familiarity with 1 Million Cups or entrepreneur-support organizations (SBDC, chambers, universities, ESOs).

Ideal Candidate Attributes

- Adult-learning pro who designs and facilitates onboarding and Level I/II certification with explicit, practical materials.
- A relationship builder earns trust with volunteers, vendors, and staff, maintaining a productive and respectful tone.
- Change agility, adapts curriculum for new policies/tech; translates updates into practical guidance.
- Clear, organized communicator who delivers concise guidance, meets deadlines, and builds inclusive, accessible learning.
- Familiarity with FastTrac desired.

RFA Submission Requirements

Interested candidates should submit the following:

1. A brief application or cover letter summarizing relevant experience and approach to the role.
2. A resume or professional capability statement.
3. References or examples of similar training or professional development work
4. Proposed **hourly rate**.

Application Timeline

Date	Activity
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September 1, 2026	Invitation to submit applications
October 4, 2026	Deadline to submit applications
Week of October 26, 2026	Interviews (virtual)
Week of November 9, 2026	Finalists in-person interviews in Kansas City
November 20, 2026	Notification of decision
January 4, 2027	Start Date

Submission of Applications

Individuals (not organizations/firms) should submit their applications to 1madmin@1millioncups.com no later than **11:59 p.m. central time on October 4, 2026**. All submissions that are received by the deadline will be considered.

Please use the subject line: RFA – Organizer Training Representative (1 Million Cups).

Questions regarding the RFA should also be directed to 1madmin@1millioncups.com.