



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Partnership Manager
Payroll/Personnel Type:	12 Month
Job #:	300
Reports to:	Development Director
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible
Starting Salary:	\$80,000

Position Summary:

Assist the Development Director in performing the duties required to establish and maintain a wide range of partnerships and secure additional resources from associations, corporations, and nonprofits to meet the needs of individual schools, departments, and district-wide initiatives.

Perform duties required to coordinate partnership activities or events, monitor the progress of partnerships, act as a contact for partnership questions, assist in entering and maintaining partnership database, research, and meet with new partners.

Essential Functions:

- Organize and maintain accurate digital files for grant opportunities, in-kind donations, and partnerships including tracking RFQs, MOUs, and other key documents
- Assist with onboarding partners and create strong relationships with all partners
- Act as the main point of contact for partner questions regarding RFQs and MOUs
- Respond to partners in a timely and professional manner
- Meet with partners as needed and attend programs they conduct at various school sites
- Help track and report on partnership datasets including the effectiveness of programs
- Coordinate, plan, and implement events and activities that are generated through partners
- Prepare quarterly digital correspondence for partners as directed by the Director of Development
- Assist with grant research and compiling required resources for grants
- Collaboratively work on grant applications with the Director of Development
- Attend philanthropic, individual, foundation, corporate, or community-related meetings as assigned by the Development Director
- Assist the Development Director in performing essential duties as requested

Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to communicate, concisely, and persuasively in writing or orally
- Ability to be well-organized and detail-oriented
- Ability to apply principles of creativity and design
- Ability to communicate via external media and create content for social media

