

| 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



Experience:

- Requires broad knowledge of a discipline equivalent to a complete college or university education
- Minimum of one-year job-related experience

Education:

• Preferred Bachelor's Degree from an approved college or university or equivalent capabilities

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

<u>Disclaimer:</u>

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position, the district shall not discriminate against any employee or applicant because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.