



Equity. Quality. Collaboration.

**Job Title: Strategic Partnerships Manager**  
**October 2020 - May/June 2021**

**FLSA Classification: Non-Exempt, Temporary**

**Hours: 10-15 hours/week**

**Closing Date: October 25, 2020**

### **Minnesota Alliance With Youth**

Minnesota Alliance With Youth (“the Alliance”) works in partnership with youth to ensure that ALL young people have equitable educational opportunities that foster their individual assets, honor their voices, and prepare them to reach their goals. The Alliance accomplishes this mission through our core organizational values of equity, quality, and collaboration.

### **Position Overview**

The Strategic Partnerships Manager will assist in the Alliance’s external outreach and engagement with prospective AmeriCorps Host Site partners in schools and nonprofit organizations. This position will create and develop new partnerships and assist in sustaining existing partnerships through strategic relationship management and planning. This position will focus efforts on promoting and expanding the Alliance’s AmeriCorps Promise Fellows program with new school and community partners throughout the state. This position will perform a variety of day-to-day tasks and will work closely with our Chief Program Officer in providing strategic outreach.

This temporary position is expected to end in May or June of 2021. Hours will be between 10-15 hours a week. Schedules can be flexible to accommodate school/work schedules. **Note:** Work will be remote during the Coronavirus pandemic. Incumbent will transition to the office when it has been deemed safe to do so.

### **Responsibilities**

Essential functions include:

- Goal is to recruit 5 new school or nonprofit Hosts Sites for January/February start date and 20 new Host Sites for the fall of 2021
- Outreach and confirmation of new and renewed partnerships with the goal of an increase in AmeriCorps Promise Fellow Host Sites
  - Outreach to include schools and nonprofits throughout MN to host and support AmeriCorps Promise Fellows
  - Creation of effective marketing and communication plans that will attract and engage partners
  - Outreach including virtual info sessions, phone calls, leveraging networks, hosting one on one meetings, etc.
- Prioritize recruiting Host Sites interested in long-term partnerships, reflecting shared values, and increasing utilization of AmeriCorps Promise Fellows
- Work in partnership with schools/sites to develop a long term sustainability plan (resource/budget development) for continued engagement
- Conduct partnership cultivation
  - Follow up with sites that are not responsive
  - Support and develop new partnerships
  - Schedule meetings with sites to walk them through the entire process
- Support the creation and development of a strategic plan for new Host Sites to sustain them as partners, ensuring short- and long-term renewals, structures to replicate success, and assessments to gauge the overall health of the partnership

### **Qualifications**

- An understanding or openness to learning about the impact of institutional and structural racism and bias on underserved and underrepresented communities

- Commitment to Alliance's core values of equity, quality and collaboration
- At least 5 years of related experience (sales, recruiting, account management, etc)
- Experience working in a school or school district

### **Knowledge, Skills, and Abilities**

- Knowledge of the operations of schools and/or nonprofits
- Knowledge of effective, mutually beneficial school and community partner relationships
- Excellent organizational and communication skills
- Ability to manage multiple projects while maintaining strong attention to detail, follow-through, and meeting deadlines
- Ability to collaborate, share information, and serve as a resource for others
- Ability to proactively contribute and to identify and solve problems
- Ability to apply sound judgement about sharing information internally and externally
- Ability to represent the Alliance to partners and work with all levels of staff and members

### **Typical Work Environment**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

- **Note:** Work will be remote during the Coronavirus pandemic, incumbent will return to the office when it has been deemed safe to do so
- Able to work at a computer for long periods of time
- Able to work in environment that is quiet but with many people demanding attention
- Able to frequently stand, walk, sit, and climb in performing duties in the office and for onsite and offsite meetings and events
- Able to maintain regular operation of normal office machines (telephone, computer, copier, and other office machines) is required
- Able to work independently with minimal supervision
- Able to work evening and weekends for meetings and events

### **Compensation and Benefits**

Salary range is \$22.00 - \$27.00/hour. Specific work schedule can be flexible. Hours per week is 10-15 hours. **The position will run through May or June, 2021. Dates are negotiable.** This position is not eligible for benefits, but will accrue Sick Leave in accordance with the Earned Sick and Safe Time Ordinance. Office located in St. Paul, MN, **note:** work will be done remotely during the Coronavirus pandemic and staff will return to the office when it has been deemed safe to do so. **To apply, interested candidates must complete a cover letter, resume, and provide contact information for three references.** Please send all required materials electronically to [kyang@mnyouth.net](mailto:kyang@mnyouth.net) and include in the subject line **Strategic Partnerships Manager**. **Deadline to apply is October 25, 2020.** No phone calls please.

To learn more about Minnesota Alliance With Youth, visit our website at: [www.mnyouth.net](http://www.mnyouth.net).

**Please note:** We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation. We are committed to the principle of equity and are particularly interested in receiving applications from a broad spectrum of individuals.

- Reasonable accommodations provided upon request.
- This document is available in alternative formats.

This position is funded by the Corporation for National and Community Service. Employment is contingent on the successful completion of required background checks.