

MEND | Meet Each Need with Dignity

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www.MendPoverty.Org



JOB DESCRIPTION

POSITION TITLE: Strategic Partnership Specialist

FLSA STATUS: Non-exempt

REPORTS TO: Program Director

WAGE: \$25-30/hr

START DATE: 11/4/2020

JOB SUMMARY: Under the general direction of the CEO and the direct supervision of the Program Director, the Strategic Partnership Specialist conducts prospecting, outreach and relationship development with priority strategic partners. This position will collaborate closely across programs and departments to strengthen and expand partner agreements, onboarding and retention with a focus on increasing earned income and sustainability.

DUTIES AND RESPONSIBILITIES:

1. In collaboration with the CEO and executive leadership, annually review strategic plan and create an outreach and prospecting plan to support achievement of relevant objectives.
2. Develop, enhance, and maintain effective mission focused partnerships with businesses, other nonprofits, government agencies, universities and colleges, faith-based organizations, and community groups in alignment with MEND's strategic priorities.
3. Work collaboratively across MEND departments – programs, development, volunteer services and administration – identify and integrate added value opportunities with strong potential for mission impact.
4. Conduct outreach and relationship development with priority strategic partners with a focus on organizational sustainability; direct potential foundation, corporate, government and individual donors to Chief Development Officer or CEO.
5. Identify and source in-kind contributions that support strategic priorities.
6. With guidance from the Chief Development Officer, develop marketing and outreach materials for pursuit of prospects.
7. With department leaders develop MOUs to solidify and formalize expectations, responsibilities, and intended outcomes/impact.
8. Generate introductions to MEND executive leadership for further partnership negotiation.
9. Identify opportunities for partnership revenue generation and cost sharing models, such as fees for service and co-location.
10. Maintain detailed records for each partnership and its stage of development, MOUs, follow up dates, etc. Provide information as requested for grant proposals and reports.
11. Other duties as assigned.

Qualifications:

- Bachelor's degree preferred; or a combination of skills and experience

- Excellent judgment with 3-5 years' demonstrated leadership experience working in human services/poverty alleviation successfully implementing new projects
- Bi-Lingual English and Spanish strongly preferred
- Must be results oriented with strong organizational, self-motivation, and follow through skills; adept at tracking data and results
- Strong written and interpersonal skills
- Valid CA Driver's License and Current insurance; must have reliable transportation
- Excellent internet and research skills
- Experience working with individuals with diverse backgrounds
- Demonstrated ability to work cooperatively across several departments
- The successful candidate will be able to manage multiple projects simultaneously, build strong collaborative relationships, and be able to set and meet critical deadlines.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook); knowledge of Raisers Edge and Efforts to Outcomes (ETO) a plus

Time Commitment: Full time; may include occasional evenings and weekends. Position requires extensive local travel (approximately 50-75% of the time).

To apply, please submit cover letter and resume to jobs@mendpoverty.org by 9/18/2020.

All positions contingent on continued funding.

The above statements reflect the essential functions considered necessary to describe the principle content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job.