



## Director of Partnerships Job Description

[Children For Change](#) is a fast-growing, ever-evolving organization dedicated to creating global change-makers by empowering youth with empathy, knowledge and confidence to make a positive difference in their world. C4C works primarily with youth ages 6-14. In-school programming and curriculum that addresses critical local and global issues works in synergy with curated and contextualized volunteer opportunities, many of which are rarely available to young people, educators and families. C4C has cultivated partnerships with more than 20 local non-profits and works directly with partners and local leaders, both in the development of curriculum and in the creation of volunteer opportunities. As often as possible, C4C volunteer opportunities are related to the units of inquiry and study chosen by students, giving students agency and engagement opportunities that allow them to bring learning into action, and with new tools for acting, educating and advocating to positively impact communities.

Children for Change's Director of Partnerships is responsible for partnership development and retention, cultivation of volunteer opportunities, coordination of speaker engagements for in-school programming, grant research and identification of fundraising potentials, and coordination of fundraising efforts and outreach. The Director of Partnerships is responsible for seeking and building relationships with non-profits and other organizations to enhance the student program experience through volunteer opportunities, speaker engagements and advocacy opportunities, and is an essential collaborator with the Executive Director, Board, and Management Team to advance the operational capacity and positive community impact of the organization.

### Director of Partnerships

#### Partnership Development and Volunteer Opportunity Cultivation

- Collaborate with the former C4C Partnership Director to establish and implement a transition plan for partnership relationships.
- Engage in the Marin non-profit world, deepening relationships with CVNL, Marin Community Foundation, Board of Supervisors, local town councils, and other organizations that support Children for Change's mission.
- Develop and execute a community engagement strategy that increases Children for Change's visibility and positive impact in the community.
- Collaborate with the Executive Director and Management Team to retain and develop a list of non-profit collaborative partners and strategy for partnership cultivation and maintenance.
- Creatively assess possibilities for speaker engagements and community projects in meeting with non-profit partners and develop partnerships that support and enhance programs.
- Sustain and expand volunteer opportunities and identify opportunities for organizational efficiencies in coordination and management of volunteering and events.
- Design a communication plan with partners to enhance community participation and impact.
- Manage Change for Good Weekends (larger community volunteering efforts for families).

### **Speaker Development and Scheduling**

- In collaboration with the Executive Director and Management Team, develop and maintain a calendar of speaker needs at each school.
- Using partnership knowledge, suggest, schedule and coordinate speakers for school programs.
- Represent Children for Change with speakers, expressing gratitude on its behalf.

### **Community Partnership Development**

- In collaboration with the Executive Director, Management Team, and Board, develop and implement a fundraising strategy in line with Children for Change's Mission and Vision and that meets the Board's fundraising goals.
- Work closely with the Board Advancement Committee Chair, Executive Director, and Board of Directors to establish and maintain a coordinated fundraising plan and calendar.
- Review and assess Children for Change's donor tracking software (Salesforce, Google Sheets) and make recommendations for greater efficiencies and outreach.
- Develop a list of prospective donors and supporters, and develop a plan to support the Executive Director and Management Team in communications with them.
- Support the Executive Director and Management Team as they grow a major gifts program, including identification, cultivation and solicitation of major donors.
- Coordinate and schedule the Executive Director on the donor meeting schedule.
- Oversee grant seeking, including research, proposal writing, and reporting requirements.
- Build the planned giving program, with a focus on deferred gifts such as bequest expectancies.
- Oversee the creation of publications to support fundraising activities.
- Direct the Year-End Giving program, including social media, mailings and fundraising drives.
- Draft year-end in review letter for supporters.
- In coordination with the Executive Director and Board, draft Annual Report at Fiscal Year end.
- Direct capital campaigns and other major fundraising drives.
- Coordinate fundraising special events.
- Make public appearances/accept speaking engagements for the Executive Director and Management Team to share information about Children for Change with the community.
- Oversee fundraising database and tracking systems, ensure tax compliance and donor appreciation/thanking.
- Maintain gift recognition programs.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

### **Qualifications:**

The ideal candidate will be comfortable and creative engaging in strategic activities and community building, as well as taking a hands-on role with regard to partnership development and volunteer opportunity cultivation, grant and donor research, and donor interaction.

- Required Qualifications
  - Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
  - Ability to multitask, prioritize and make efficient decisions
  - Flexible and adaptable
  - Demonstrated ability to build and lead partnership discussions
  - Exhibits a passion for Children for Change's mission and the ability to comprehend and effectively communicate issues surrounding youth empowerment, self-esteem and community engagement

- Preferred Qualifications
  - Three to five years of community outreach and development experience, non-profit experience preferred
  - Experience with Children for Change (or other similar youth programs)
  - Non-profit management experience
  - Connections to the local Marin community

**Job Details:**

- Reports to the Executive Director
- Salary commensurate with experience
- Application deadline: May 6, 2022
- Submit resume and cover letter with interest