Job Description

Partnership Development Manager

June 2024

Job Title: Partnership Development Manager

Status: Regular, Full-Time (36 hrs/wk)

Reports To: Deputy Director, CARE Fund

Starting Wage Range: $38.50 - $42.00 per hour, DOE

Program: Administration

Classification: Non-Exempt

ABOUT EVERGREEN SOCIAL IMPACT AND THE ANDY HILL CARE FUND

Founded in 2021, Evergreen Social Impact is a nonprofit fiscal sponsor organization that provides fiduciary services, including governance, funds management, and other administrative services to projects with social-impact missions. We can act as long-term administrative home for tax-exempt and public/private partnership entities, or as a ‘nonprofit incubator’ for new charitable projects that are in start-up mode. By providing an administrative and operations hub for our sponsored projects, we give them the freedom to focus on their missions. We are a small but mighty team that values flexibility, dependability, a can-do approach to our work, respect for ourselves and others, and a healthy work-life balance.

Evergreen Social Impact is the fiscal sponsor for the Andy Hill CARE Fund, a cancer research grantmaking entity that is a public/private partnership funded by the State of Washington. The CARE Fund works to promote and invest in cancer research to improve the quality of life for the people of Washington.

POSITION SUMMARY

The Partnership Development Manager is a key team member who, under the direction of the CARE Fund Deputy Director, has direct responsibility and oversight for partnership and capacity development in the areas of fundraising and business development (building an earned income stream by identifying/recruiting sponsored projects) for ESI, and as well has direct responsibility for implementing CARE Fund’s communications strategy. This individual will also work with ESI’s Executive Director in pursuance of achieving joint ESI/CARE Fund goals and objectives. The successful candidate is well-versed in principles and practices of fund and business development as well as communications; is an accomplished communicator with strong verbal and written skills; excels at cultivating and sustaining relationships; is results-oriented, a strategic thinker, a strong team player, is able to work well in a fully work-from-home setting, and is adaptable and willing to wear multiple hats. This is a new staff position.

This is a regular, full-time (36 hours per week) staff position with benefits.

This is a remote position. Washington State residence is required.
ESSENTIAL RESPONSIBILITIES

Communications (Expected: 50%)
- With the CARE Fund Deputy Director, develop and implement a communications strategy and calendar for the CARE Fund.
- Support the CARE Fund in developing newsletters and other communications.
- Other duties as assigned.

Business Development (Expected: 25%)
- Develop and execute strategies for building and maintaining a prospective sponsored project pipeline for ESI within established portfolio parameters.
- Identify targets for, and develop and maintain community partnerships in furtherance of, ESI’s business development strategy.
- Support the Director of Operations & Project Engagement in establishing relationships with Washington State fiscal sponsor organizations; participate in meetings and workgroups as needed/requested.
- Represent ESI and sponsored projects, including CARE Fund, at community engagement opportunities, such as conferences.
- Other duties as assigned.

Fund Development (Expected: 25%)
- Working with the ESI Executive Director and the CARE Fund Deputy Director, develop and implement an achievable and effective fund development strategy with a realistic and diversified revenue stream portfolio.
- Identify and conduct outreach to potential funding partners.
- Work with ESI leadership to develop funding appeals and proposals.
- Work with ESI leadership to research and prepare proposals for grant opportunities for capacity building, general operating support, and other projects.
- Act as primary administrator for ESI’s Donor Dock database; manage donor and grant information in DonorDock; manage the flow of donation information to ESI from projects.
- Ensure that ESI’s registrations for external giving platforms such as Benevity and Washington Gives are kept current.
- Prepare materials to support Board members in their fund development efforts.
- Other duties as assigned.

DESIRED QUALIFICATIONS
- Experience with, and/or commitment to racial equity, social justice, and cultural humility.
- At least three years of relevant and successful experience in partnership and fund development for nonprofit organizations; demonstrated understanding of fundraising and business development processes; strong relationship-building skills; grantwriting experience is a plus.
- At least one year of experience with nonprofit communications, including developing a strategic communications calendar, creating content, and managing social media. Experience with basic graphic design using InDesign, Canva, or other platform(s) is a plus.
- Ability to listen deeply and communicate proactively, clearly, transparently, and diplomatically; excellent oral and written communication and presentation skills.
- Demonstrated self-starter with the ability to plan, execute, evaluate, and report on complex projects and tasks.
- Flexible approach to work and ability to manage ambiguity in the work environment; ability to exercise independent judgment and initiative.
• Excellent organizational and time management skills; ability to multitask, meet deadlines, and balance priorities.
• Demonstrated ability to track detailed information and complete detailed, complex tasks accurately and efficiently, while also paying attention to the ‘big picture’.
• Experience/familiarity with donor management software is a plus.
• Bachelor’s degree in nonprofit administration, public administration, or related field, or an equivalent combination of education and experience.
• Proficiency in the Microsoft Office suite (Excel, Word, PowerPoint, Teams, SharePoint).

OTHER REQUIREMENTS

• Must be a resident of Washington State.
• Must be able to pass a Washington State and national criminal history check.
• Must have access to a source of transportation for occasional travel within the State of Washington.

COMPENSATION AND BENEFITS

The starting wage for this position is $38.50 - $42.00 per hour ($72K - $78K per year), DOE; this is based on a 36-hour, 4-day work week. Employees are eligible for discretionary performance bonuses of up to 5% of base pay annually after one year of employment. Benefits include medical/dental insurance (100% employer-paid for employee and eligible dependents); life/long-term disability/short-term disability insurance; a 401K retirement plan with generous nonelective employer contribution; and generous paid time off including sick leave, holidays, and vacation. For a more detailed description of ESI’s employee benefits, please visit our website.

EMPLOYMENT POLICY

Evergreen Social Impact is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, gender identity, or any other legally protected status.

HOW TO APPLY

Send resume and cover letter, in a single PDF document, to careers@evergreensocialimpact.org with “Partnership Development Manager” and candidate’s last name in the subject line. Due to security concerns, we cannot accept applications in other formats.

Position is open until filled; priority consideration will be given to applications received by July 8, 2024. The anticipated start date is early September 2024.

We are unable to respond to telephone or email inquiries about this position.