

Title: Collaboration Associate / "Collaborations Associate"

Reports to: Executive Vice President

General description:

The Collaboration Associate provides administrative and operational support to the Executive Vice President to ensure the successful involvement of Foundation for Puerto Rico with individuals, groups, guilds and entities within and outside of Puerto Rico. Organizes, accompanies ("shadowing") and represents the Executive VP in meetings, supports the efforts to convene, prepare agendas, minutes and memoranda or follow-up emails to meetings, prepares project presentations, coordinates schedules, develops and documents work plans, and manages the collaborative agreements that are part of the Foundation's initiatives.

The Collaboration Associate is responsible for data entry and upkeep in the CRM system ("Customer Relationship Management System - CRM") to inform the strategy and management of existing and potential institutional relationships, and collaborates with the preparation of the map of participants or stakeholders ("stakeholders") of projects.

**Specific functions and scope of work:**

- Works and liaises with internal and external personnel to the Foundation, as necessary;
- Supports the development of a collaboration protocol that encourages consistent communication and periodic meetings among collaborators;
- Prepares and keeps up to date the profiles of collaborating entities and individuals and documents the progress and trajectory of the relationship;
- It refers the contacts to the personnel of FPR and collaborators according to the topics of common interest identified and ensures that the linkage opportunity is acted upon and its progress, result and next steps are documented;
- Help in drafting and monitoring the progress of collaboration agreements and memoranda of understanding;
- Supports the Director of Development in the preparation of collaborative proposals, obtaining letters of endorsement and identification of sponsors.
- Supports the Development and Communications teams coordinating with possible and current collaborators.

**Specific (Essential) Responsibilities:**

1. Identify, document and prepare profiles of people or organizations that work with related topics and serve as key resources to advance the goals of the action platforms and help define roles and finalize collaboration agreements.
2. Ensures that the documentation and drafting of project progress reports, memoranda and agreements are consistent and accurate and that it has corroborated data.

3. Prepares presentations and graphs related to the projects directed under the different action platforms.

4. Other tasks assigned to by supervisors.

**Requirements:**

The position of Associate of Collaborations has as a requirement:

- Have at least a Bachelors degree - substitutable with equivalent work experience.
- MS Office, digital social media, CRM software
- Fluent in Spanish and English.
- Availability to participate in meetings inside and outside the office and sometimes travel to different parts of the island for meetings and field work with collaborators of the Foundation.