Role Description for Partnerships Manager – Spark Bay Area

Location
San Francisco and South Bay

Reports to
Program Director, Spark Bay Area

Compensation & Benefits
$70,000-75,000, depending on experience, salaried
Full health, vision, and dental benefits
Unlimited PTO and generous holiday schedule

About Spark Promise
Spark bridges the opportunity gap by bringing together diverse communities of schools, families, businesses, and volunteers to show middle school students what's possible in their future, centering our work around inclusivity and equity. Our curriculum promotes facilitated engagement between adult professionals and students to teach essential social and emotional life skills and career exploration. Volunteers and staff participate in a hybrid model of Spark Campus Engagement, Spark Discovery, and Spark Mentorships that connects mentoring and the CASEL social-emotional learning (SEL) framework to help students explore careers, build vital life skills, and find their path to a productive future. Spark offers rewarding careers for hard-working professionals who want to help students build confidence, achieve, and thrive.

About the role
Spark Bay Area seeks a passionate, creative, and self-motivated Partnerships Manager to join our collaborative team to develop and facilitate partnerships with local companies and community organizations to host Spark's middle school career exploration and self-discovery program. The Partnerships Manager should expect to spend 60% of their time in-person at our four partner school campuses and corporate partner sites with the remainder of their time working remotely.

In the Fall and Spring semesters, 6th and 7th Spark students visit a different company each week and collaborate with volunteers in career exploration workshops presented virtually and in person. 7th and 8th grade Spark students participate in Entrepreneurship and STEM cohorts with volunteer mentors to work together on projects that build students' SEL skills and develop a broader understanding of their communities.

The Partnerships Manager plays a critical role on Spark Bay Area's leadership team, building and sustaining key corporate and community relationships, collaborating with Corporate Social Responsibility (CSR) teams, and managing the recruitment, training, and ongoing engagement of our mentor cohorts. They are tasked with creating partnerships that deeply engage our corporate and community partners in the mission of Spark.

Spark seeks a candidate who is passionate about our mission and willing to grow their career with our organization. Preferred candidates will have experience in education, Bay Area public school districts, CSR or social impact, sales or account management, and a commitment to promoting equity at Spark partner sites.
Key Responsibilities

Partnership Development (30%)

- Maintain a portfolio of 30-40 company and nonprofit partners to host Spark's programs.
- Manage a team of Spark Ambassadors (employee leads) across partner sites to communicate with volunteers and promote Spark's initiatives internally and collect program feedback.
- Research and track potential collaborations with socially-oriented corporations and CSR programs to seek corporate sponsorship and launch innovative employee philanthropic engagement in Spark programs.
- Actively engage in the Bay Area non-profit and business community to stay abreast of trends, opportunities, potential partners and to benefit all aspects of the organization's work.
- Develop and report data/metrics on all recruitment efforts/activities to ensure cost effectiveness and alignment with organizational goals and to seek efficiencies.
- Work with Spark's Executive Director to support annual revenue forecasting and metrics to meet or exceed Spark business goals.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Collaborate with Spark's DEIB committee to ensure partnerships are aligned with organizational equity goals.

Volunteer Management (30%)

- Set annual and long-term volunteer recruitment and youth outreach goals to exceed the organization's annual targets for quality new matches, working in close partnership and collaboration with the Program team.
- Manage volunteer recruitment and communications to recruit ~10 employee volunteers per Spark Lab session, and ~80 mentors to work with Spark students across two 10-week cycles in the Fall and Spring.
- Maintain online Formstack volunteer applications and registration forms for Spark Labs and Mentorships.
- Deliver volunteer training sessions and facilitate required volunteer clearances with Operations Director, schedule track mentor interviews, and student:mentor matching.
- Coordinate 1:1 volunteer coaching and continuous check-ins.
- Gather insights through management of Salesforce data collection and volunteer feedback to learn from our successes and failures to create long term value and evolve our program offerings to meet the needs of our key stakeholders including students, school administrators, corporate partners, and Spark board members.

Program Support (20%)

- Work collaboratively with Spark's Program Director to ensure alignment of student and volunteer goals.
● Provide support for Spark Lab and Mentorship workshops at partner schools, including supporting Program Leads as they recruit students and facilitate sessions, trouble-shooting student and school issues, and acting as the main point of contact for school liaisons & mentor volunteers.

● Contribute to Labs and Mentorship curriculum development.

● Serve as liaison between volunteer mentors and Program Team in communication with students’ families/school staff.

Communications Support (10%)

● Work with Operations Director to develop marketing and communication materials advertising Spark events and program updates.

● Compose corporate partnership highlights for Spark's quarterly community newsletter and annual impact report.

● Develop community outreach materials and information sessions as-needed.

Event Support (10%)

● Support planning and implementation of Spark Board of Directors’ networking and fundraising events.

● Work with Spark Ambassadors to solicit corporate donations and sponsorships for Spark events.

● Collaborate with Spark's Program Team to coordinate our year-end student showcase, Share Your Spark.

Qualifications

Required

● Passion for providing direct service or volunteering with youth, preferably middle school students

● Commitment to social justice and racial equity

● 4-year degree from a fully accredited college or university

● At least 4 years of experience in non-profit program leadership, youth development, volunteer management, social impact, sales, or partnership development

● Excellent relationship cultivation skills and cross-cultural competence, including the ability to engage with a diverse group of individuals and organizations in academic and professional settings. Must demonstrate comfort with socializing professionally in both intimate settings and at larger events.

● Valid Driver's License, insurable driving record and reliable access to a vehicle

● Must reside in the San Francisco Bay Area region

● Legally eligible to work in the United States; no sponsorship provided

Preferred

● Bilingual or multilingual in English and Spanish or Cantonese

● Project Management experience

● Proficiency with computers and a variety of platforms, including experience with or willingness and ability to learn Google Suite, Salesforce, and other programs

www.SparkBayArea.org
To be successful as a member of the Spark team in this role, you will:

- Be passionate about our mission
- Be an independent, results-focused, highly-organized self-starter
- Thrive in a fast-paced, entrepreneurial environment, operating with a results orientation and exceptional attention to detail
- Proactively collaborate and partner with our communities
- Be comfortable giving and receiving honest, constructive feedback
- Demonstrate a positive, can-do working attitude
- Be team-centered and collaborative
- Possess high-level strategic thinking skills and flexibility while working with youth

Spark is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit; we strongly encourage and seek qualified applications from underrepresented groups.

Benefits

Health Benefits: Full health coverage is provided for all full-time roles, including medical, dental, and vision no more than 30 days after an employee's first day. Spark covers up to 100 percent of monthly premiums for employees, and a portion of the monthly premiums for dependents. Employee-funded flexible spending accounts for health and dependent care are offered. A life insurance policy providing $50,000 of coverage is also included.

Learning Benefits: Spark highly values staff’s personal learning pursuits. Priority is placed on opportunities to pursue your choice of professional training opportunities, including workshops, conferences, and more.

Retirement Benefits: Spark offers a 401K plan for employees to make retirement planning investments. Spark will match 100% of the first 4% of employee contributions.

Paid Time Off: In keeping with Spark’s emphasis on work-life balance and time for personal growth, unlimited PTO is a central part of the benefits offered to all Spark employees.

Non-Monetary Compensation: The opportunity to be an integral member of an energetic, innovative, hard-working, and passionate team, within an organization that has the potential to significantly change the trajectory of middle-school education.

To Apply

Navigate here --https://sparkbayarea.formstack.com/forms/employment-- to submit your resume and cover letter and answer some supplemental questions