TITLE: Director of Strategic Partnerships (DSP)
REPORTS TO: Deputy Director
LOCATION: Mexican Heritage Plaza (1700 Alum Rock Ave, San Jose, CA 95116). The DSP is expected to work onsite but will have flexibility for work from home days once a week or upon approval from the reporting Director after the 90-day probationary period.
TYPE: Full-time, exempt position, effective immediately
COMPENSATION: $80,000-95,000 annually plus benefits (see below)

ORGANIZATIONAL BACKGROUND
SOAC envisions a world where creativity inspires compassion and vibrant communities. The organization’s mission is to catalyze creativity and empower community. SOAC is guided by the following values:

- **CREATIVITY**: We believe in the transformative power of the arts. Creativity is the foundation of our humanity.
- **HERITAGE**: Heritage encompasses cultural traditions and foundations that groups share. We connect to our collective past experiences as they inform and help to define current contexts and future hopes. We celebrate our heritage even as we create new experiences.
- **INCLUSION**: Inclusion is a state of belonging. The School believes that equitable access to resources ensures a thriving community. Therefore, the Mexican Heritage Plaza is open and welcoming to everyone.
- **PLACE**: The concept of place is broader than a single facility. As an anchor organization for East San Jose, the School of Arts and Culture activates the vibrancy and celebration of our local community. We take pride in the richness and potential of our Eastside neighborhoods.
- **SERVICE**: The School considers itself a servant of the community. We recognize that in order to inspire leadership, we must approach every interaction from a place of humility and respect.

With a dynamic staff, the SOAC delivers unique classes, activates the Mexican Heritage Plaza (MHP) through community events, and offers cultural programs that embrace all, while rooted in Mexican Arts. By activating the MHP, the SOAC serves local residents engaging over 100,000 people annually in community events and arts experiences.

POSITION OVERVIEW
The Director of Strategic Partnerships (DSP) is a critical member of the fund-development team and is responsible for programs oversight and support, operations management, research and development, and several administrative functions. This position also supports the Deputy Director in the creation of administrative systems in order to support the SOAC’s programs. The ideal start date for this position is June 1, 2022. However, applications and nominations will be accepted until the position is filled.

GENERAL RESPONSIBILITIES AND DUTIES
Fund Development (Sponsorship) (40%)

1) Help drive an annual plan for sponsorship development and campaign initiatives that align with the agency’s fund-diversification goals; act as a critical member of the sponsorship team comprised of the Co-Executive Director, Deputy Director, Community Development Director, Senior Community Engagement Program Manager (CEP), and Senior Production Manager (including other teammates on an as-needed basis).

2) Work with the organization’s marketing team to design and adaptation of standardized sponsorship decks.

3) Work with the Deputy Director and/or Co-Executive Directors to schedule and attend virtual meetings, conference calls, and in-person tours; support follow-up, and sponsorship fulfillment.

4) Assist the fund development team as needed with proposed grant activities; grant reports; and proposals.

Programmatic Support and Oversight, L&D (25%)

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1) The DSP will be a liaison for cross-departmental support and collaboration, including: sitting in on meetings; strengthening infrastructure; implementing and creating standardized templates; identifying opportunities for greater department efficiencies and promoting accountability (including participating in committees as needed)

2) Support for direct reports may include: 1:1’s, 1:1:1’s, onboarding templates, workplans, a commitment to debriefing and feedback, consistent and clear communication between all relevant staff, co-creation of reporting structure and working preferences, as well as processes for inter-department workflow.

3) Serve as an external spokesperson for the SOAC, effectively communicating SOAC’s mission and programs and advocating for issues affecting the community internally and externally.

4) Maintain effective working relationships and collaborations with community partners and resident leaders, such as the *Si Se Puede!* Collective; act as a SOAC champion and ambassador.

**Operations Management (20%)**

1) Enhance agency infrastructure by implementing processes and procedures; organizing work folders and storing documents; creating an onboarding process with clear objectives and leads; offering professional development training and templates to staff such as project plans and resume building.

2) Attend Leadership/Department meetings; model the creation of a co-owned structure for facilitation and note-taking; and support team check-ins and meetings.

3) Operate within the approved program budget.

**Admin Support and Special Initiatives (15%)**

1) Administrative support for workforce development and leadership development programs, *California Arts Council Administrators of Color Fellowship (CAC ACF)*, and *Multicultural Arts Leadership Institute (MALI)* as needed while reporting to the Deputy Director and MALI Staff lead.

2) Strengthen the alumni networks of our leadership programs by engaging relevant social media groups, facilitating alumni-led webinars and workshops, sharing professional development opportunities, such as artist grants and resources, creating an index of services rendered by the group and tracking relevant data.

3) Invest in external relationships as a SOAC champion and ambassador; explore a variety of working relationships with external stakeholders that may include a “consulting arm” for the agency, fund-development opportunities, in-kind support, and identifying commonalities that can support each other’s work.

**REQUIRED QUALIFICATIONS**

1) Mission Driven/Ambassadorship: We want people who believe in the work we are doing. For us, this means embodying our Values and believing in our Mission and Vision.

2) Customer Service: Responds to inquiries and questions with sensitivity, promptness, discretion, and commitment to maintaining confidentiality. Works with internal and external teams with tact and models a good attitude and excellent customer service.

3) Fluent in English/Conversational in Spanish.

4) Strong organizational abilities including project management, planning, and program development.

5) Experience engaging with diverse stakeholders.

6) Can communicate ideas effectively and accurately in both written and verbal forms.

7) Commitment to continuous learning and improvement; curious and eager to both learn and lead

8) Ability to lift up to 25lbs

**WHAT WE’RE SEEKING**

1) Commitment to the importance and values of community development and empowerment

2) Cultural sensitivity and awareness to the unique challenges and opportunities of the East San Jose community

3) Has a network and/or perspective of those underserved by the conventional arts and culture field

4) Attention to detail and excellent organizational, time-management, and project management skills with the ability to prioritize, multi-task, and work independently, as well as collaboratively

5) Comfort with a high-paced, multi-tasked work environment.

6) Proactive in communication and ensuring that assigned programs or tasks are effectively stewarded

7) Has experience with Salesforce (highly preferred) or other CRM; database knowledge and comfort with campaigns, generating supports, using mail merges

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8) Knows how to type and use G-Suite (e.g., Google Calendar, Docs, Forms) and Microsoft Windows Office Suite, especially Word, Excel, and Powerpoint (and preferred, but not required, working knowledge of Canva, Adobe software, and Survey Monkey).
9) An artist, or has knowledge or experience working with artists, creative entrepreneurs, and cultural anchors.
10) Availability to work weekends and/or evenings to attend and support events, programs, meetings, and as needed for sponsorship prospects
11) Availability for light travel, as assigned and if comfortable doing so within a 50-mile radius of MHP

COMPENSATION AND BENEFITS
This position is full-time and exempt. The starting salary is $85,000 annually and is non-negotiable. After the 90-day probationary period, a salary adjustment can be considered based on performance and supervisor input.
SOAC offers a benefits package that includes:
1) 100% employer-paid medical (Kaiser Permanente), dental (Delta Dental), and vision (VSP) premiums for employees (eligible dependents available at additional costs). We offer an HMO plan through Kaiser Permanente and an In addition, the SOAC offers an employee assistance program, life insurance coverage, and long-term disability coverage while the staff member is an employee of the organization.
2) Voluntary 403b retirement plan enrollment. After the probation period, the SOAC will add 3% to the employee's pay. The intent of this increase is to encourage staff members to set up and contribute to a 403b retirement account. The SOAC does not mandate this.
3) 10 vacation days, which increases over time, and sick time. You can accrue vacation up to 300 hours, and six days of sick time per year. These are not balances that are provided upfront, but rather accrue with each pay period. Also, vacation time and sick time are independent from each other.
4) 2-3 weeks off between Christmas and New Year’s Eve and additional holidays throughout the year.
5) $500 in funds for professional development opportunities per CCI fiscal year.

HIRING PROCESS AND TIMELINE
1) 100% employer-paid medical, dental, and vision plans for employees (eligible dependents available at additional costs)
2) Applications will be reviewed on a rolling basis until the position is filled. Below is a target timeline that may change as needed.
3) We will reach out to qualified candidates to schedule an initial interview in early- to mid-June. Finalists will be invited to schedule a 45 to 60-minute in-depth interview in late June or early July. Finalists will have the opportunity to speak to SOAC staff regarding the nature of the work, activities, and organizational culture. In addition, SOAC will request to speak with finalists’ references. An offer will be made shortly thereafter.
4) The expected start date for this position is between July 1 and July 15. We are open to a later start date; however, the new hire will benefit from from an earlier start before our Fall season and with more time to onboard which will impact sponsorship goals and timelines.

TO APPLY
1) Submit in a single email to Jonathan Borca, at info@schoolofartsandculture.org, with the subject line “Application: Strategic Partnerships Director” the following:
   o A thoughtful (1-page maximum) cover letter with a summary of your relevant experience/transferable skills and how they add value, why you are interested in the position, the kind of work environment you thrive in or enjoy contributing to, and something about SOAC’s work that excites you.
   o Résumé (no longer than 2 pages)
   o Writing sample (no longer than 5 pages) such as a recent report, article, or essay. We ask for a writing sample as this position involves preparing written communications in a variety of styles such as fund development proposals, grant recommendations, and research summaries, to name a few examples.

Please note that only complete applications—which includes a cover letter, résumé, and writing sample—will be considered. No calls, emails, or social media messages please. We will follow-up with qualified candidates only due to volume of interest. Prospective applicants are strongly encouraged to review our website prior to applying.

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