

## Position Description

**NVF Project Name:** CLIMATE AND CLEAN ENERGY EQUITY FUND

**Position:** STRATEGIC PARTNERSHIPS MANAGER

**Location:** LOS ANGELES, OAKLAND, or WASHINGTON, DC (PREFERRED)

**Status:** EXEMPT/FULL-TIME

## ABOUT US

The [Climate and Clean Energy Equity Fund \(Equity Fund\)](#) is a groundbreaking funding initiative designed to drive resources to advance climate and clean energy equity and justice across the country. The Equity Fund is building power to stop climate change and create an equitable clean energy future through a strategic multi-state initiative that is:

- Investing in the leadership and organizing of diverse communities (people of color, indigenous people, those most impacted by climate change);
- Engaging voters through nonpartisan civic engagement campaigns; and
- Winning equitable climate and clean energy policy solutions.

The Equity Fund is a dynamic organization and rooted in strong values of community-centered impact, teamwork, flexibility, initiative, and collaborative leadership. We are a nimble yet growing team which means the work can range from big picture strategy to detailed implementation of programs. We are driven by a commitment to social and racial justice and the power of grassroots movements and organizing to create lasting change.

The Equity Fund's goal is to build powerful organizations working in communities of color, low-income communities, and communities impacted by climate change, to advance bold policies and actions that address climate change and accelerate the transition to a just and equitable clean energy future in states and regions across the U.S. Through its grantmaking and other strategies, the Equity Fund is:

- Supporting over 130 high impact grantee partner organizations in 13 states (Arizona, Colorado, Florida, Georgia, Illinois, Maryland, Michigan, Minnesota, Nevada, New Mexico, North Carolina, Pennsylvania, and Virginia);
- Supporting year round, community-based voter programs that will identify, educate,

- and turnout millions of voters of color key to passing policies and winning elections;
- Advancing bold and equitable climate action in key states by building the leadership, organizing, and policy and communications capacity of organizations working in low income communities and communities of color;
- Significantly expanding our [Policy Accelerator](#) and Communications Accelerator programs to meet the demand from grantees for deep capacity support (including access to rapid-response resources, coaching, research, and technical assistance).

## POSITION SUMMARY

The Equity Fund is seeking a highly strategic and skilled **Strategic Partnerships Manager** to implement a strategy to raise cultivate new partnerships, raise resources and expand existing philanthropic partnerships. The candidate must have a demonstrated commitment to racial, economic and climate justice, and a successful track-record with development, fundraising, corporate partnerships and/or donor engagement. The person holding this position will also work for the **Climate Equity Action Fund**. The Climate Equity Action Fund is a coordinated project in the Sixteen Thirty Fund, a 501(c)(4) organization, under a resource sharing agreement between the New Venture Fund and Sixteen Thirty Fund. The activities of the Climate Equity Action Fund may include raising resources to fund grassroots organizations to build political power and support partisan candidate work.

As part of a growing, diverse and dynamic team, each Strategic Partnerships Manager is responsible for managing a portfolio that includes philanthropic institutions, foundations and high net worth individuals interested in partnership with the Equity Fund and/or Action Fund; helps design and implement a range of year-round approaches (relational, communication-based, and engagement/events-driven strategies) that motivate renewed, increased and/or new philanthropic partnerships with the Funds; and develops copy for reports and other collateral tailored to the Equity Fund's funding partners and philanthropic peers.

The **Strategic Partnerships Manager** will report to the incoming Director of Development, and sit on a growing, diverse and dynamic Strategic Partnerships and Communications team overseen by our Vice President of Strategic Partnerships.

## ESSENTIAL RESPONSIBILITIES AND TASKS

- Working closely with the Director of Strategic Partnerships, Executive Director and strategic partnerships team to implement a multi-year strategy to raise and expand philanthropic partnerships to support a growing grantee portfolio;
- Strategic Planning: Manage the design and implementation of annual and multi-year plans and sequenced activities that help the Equity Fund deepen relationships with existing funders and expand its philanthropic partnerships nationally (working in collaboration with the Director of Strategic Partnerships, Executive Director and strategic partnerships team).
- Portfolio Management: Manage a portfolio of philanthropic partnerships representing a mix of existing and new/prospective funding partners for the Equity Fund's c3 and the

Action Fund's c4. Steward strong, engaged, informed and positive relationships with funders in your portfolio. Lead internal prep, develop agendas and ensure scheduling for all meetings with funders in your portfolio (weekly, monthly, quarterly). Lead on the development and writing of grant proposals, grant reports, executive summaries, and customized briefs for philanthropic partners in your portfolio. Manage and update revenue projections and progress to goal annually through Salesforce CRM. Contribute ideas and implement strategic approaches for year-round funder engagement (i.e. funder briefings, newsletters, impact reports, other convenings or events), in partnership with the Strategic Partnerships team and Equity Fund staff.

- Compliance & General Operations: Manage effective revenue and compliance management in Salesforce CRM, ensuring that opportunity records (incoming funds) are up to date and entered accurately for your portfolio. Manage compliance through consistent documentation of grant agreements and ensuring that all funding proposals and grant reports are submitted on deadline. Support the Director of Strategic Partnerships to continually develop and optimize internal systems that support institution-building for the Equity Fund, including growing our annual budget and increasing complexity of funder files.

## **QUALIFICATIONS**

- 5+ years professional experience in fund development, with demonstrated experience in funder portfolio management and strengths in grant writing and strategic case development. Knowledge of philanthropy for climate/clean energy and racial and economic justice preferred. Also, knowledge of best practices for developing strategic and values-aligned philanthropic partnerships and stewarding donor relationships is preferred.
- Exceptional interpersonal, team collaboration and written communication skills.
- Existing track record of meeting and/or exceeding annual fund development or fundraising goals including through funder portfolio management.
- Existing track record developing high-quality written materials, including grant proposals, progress reports, memos, and other strategic collateral. Demonstrated ability to gather impact data, stories, and strategic information to write case materials that will effectively convey the Equity Fund's mission impact and commitment to racial and economic justice and climate and clean energy equity.
- Proven ability to help develop strong cultivation, engagement and learning opportunities for prospective and current funders, working in partnership with staff and leadership.
- Demonstrated experience with virtual meeting software and Google suite as well as in-person event management experience preferred.
- Excellent operational and data management skills. Ability to apply consistent attention to detail to manage data related to funder and donor partnerships, strategic communications, and ongoing grant compliance.
- Experience with Salesforce CRM is highly preferred and related apps: CampaignMonitor, EventBrite, GridBuddy.
- Cultural competence, commitment to equity, and demonstrated ability to support diverse, equitable, and inclusive organizations;

- Ability to work flexibly, quickly, and collaboratively as part of a growing team, with the ability to navigate in a dynamic environment and adjust to shifting priorities;
- Ability and willingness to travel domestically in the future, once the pandemic is curbed;
- Positive and helpful attitude, ability to contribute to a friendly and professional organizational culture;
- Sense of humor;
- Interest in building a healthy work culture and high-performing team.

## **LIMITATIONS AND DISCLAIMER**

The above job description describes the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

## **COMPENSATION AND BENEFITS**

The salary range for this position is between \$110,000-\$135,000/year, depending on experience. The New Venture Fund, the fiscal sponsor of the Equity Fund, has a comprehensive benefits package.

## **HOW TO APPLY**

Applicants should email [jobs@theequityfund.org](mailto:jobs@theequityfund.org) and must include a one-page cover letter, resume, and a writing sample (no more than 4 pages). Email MUST reference **“EQUITY FUND – STRATEGIC PARTNERSHIPS MANAGER”** position in the subject line. The position will remain open until filled.

No calls, please. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool in the belief that employees from diverse backgrounds are critical to achieving our goals. We strongly encourage applications from persons with diverse backgrounds and experiences.

## **Hiring Statement**

Climate and Clean Energy Equity Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential.

NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at [HR@newventurefund.org](mailto:HR@newventurefund.org).