Title: Strategic Partnerships Coordinator  
Status: Full-time; Exempt  
Location: Flexible and remote  
Reports to: VP, Strategic Partnerships  
Job Family: Support Professional  

Summary of Position:  
The Strategic Partnerships Coordinator position is responsible for supporting essential activities that help the organization run effectively and efficiently daily. This position tracks opportunities and coordinates staff engagement to update key materials for reporting to funders, participate in philanthropic conferences and collaborations, execute key tasks related to data and information management, supports the Vice President of Strategic Partnerships to manage and prepare for internal and external meetings, and supports project and activities related to philanthropic organizing and partnership engagement.

Position Responsibilities:  

- Track opportunities, coordinate staff engagement in philanthropic conferences, and project-manage the process for approving staff participation.
- Project manage our support to staff across the organization for philanthropic organizing and partnership engagement.
- Track deliverables and project manage our funder engagement, reporting, and proposal calendar. In partnership with the Development Director and Vice President of Strategic Partnerships, support team leads with keeping templates on grantee activity and impact up to date and building fundraising budgets.
- Lead on researching new prospective strategic partners, and managing collection of information and deliverables that advance prospect strategies.
- Project manage contracts and work streams with a PR firm, design consultant, and copy editing.
- Coordinate preparation of board meeting materials in partnership with the executive assistant and Vice President of Strategic Partnerships.
- Draft copy for internal updates and manage data and file storage.
- Organization-wide communications on critical Development and Strategic Communications updates or developments, including staff-wide emails, memos, and presentations, in coordination with the Vice President of Strategic Partnerships.
- Project management, developing and ensuring protocol compliance, and using and enhancing our team and organization systems.
- Perform general administrative and engagement support duties for the Vice President of Strategic Partnerships including scheduling support, file, and document maintenance, meeting planning management and coordination, and our CRM.
(Salesforce) database maintenance.

- Assist in planning and execution of managing external consultants, including coordination with our operations staff.
- Travel to offsite meetings and other Equity Fund events.
- Other duties as assigned.

**Education:**

Bachelor’s degree preferred.
Any equivalent combination of training, education, and experience demonstrating the ability to perform the position’s essential functions.

**Experience and Skills:**

- 5-7 years of applicable professional experience, including a minimum of three years' experience as a project manager, including managing cross-team collaboration.
- Skilled project manager with experience designing protocols for information management and managing implementation.
- Experience using Salesforce.
- Strong written and verbal communication skills.
- Excellent time management skills and ability to prioritize effectively.
- Ability to collaborate and work gracefully and effectively within and across teams.
- Ability to travel domestically 10-15% annually.

**Technical Competencies:**

- Administrative Support
- Contract Management
- Industry Knowledge (Climate Philanthropy or adjacent philanthropic fields)
- Knowledge of Microsoft Office & Other Tools
- Records Management
- Scheduling/Calendar Management
- Project Management
- Stakeholder Management

**Desired:**

- Communications Strategy
- Graphic and Visual Design

**Universal Competencies for All Staff:**
Detail key behaviors necessary for each employee to perform effectively across the organization.

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, cost-effective results.
- **Collaboration:** Builds constructive working relationships with clients/customers/grantees, other work units, community organizations, and others to meet mutual goals and objectives; behaves professionally and supportively when working with individuals from various ethnic, social, and educational backgrounds.
- **Communication:** Conveys and receives information and ideas through various media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed appropriately; demonstrates good written, oral, and listening skills.
- **Commitment to Equity:** Has lived experience and has a systems-level understanding of equity, diversity, equity, and inclusion. Cultivates opportunities through diverse people; respects and relates well to people from varied backgrounds; understand various worldviews and is sensitive to group differences; sees diversity as an opportunity; challenges bias and intolerance. Appreciates and leverages all individuals’ capabilities, insights, and ideas, working effectively with individuals of diverse styles, abilities, and motivations.
- **Teamwork:** Participates as an active and contributing team member to achieve team goals. Works cooperatively with other team members, involves others, shares information as appropriate, and shares credit for team accomplishments.

**Competencies for the Support Professional Job Family:**

Detail key behaviors necessary for each employee to perform effectively in their specific role.

- **Adaptability:** Adapts workflow to accommodate changes when opportunities arise, or work priorities shift. Adjusts plans on a quick timeline when needed. Accepts changes as part of the process to meet goals and is willing to engage in tension that might arise. Remains optimistic when changes occur.
- **Detail Oriented:** Achieves thoroughness and accuracy when accomplishing tasks. Tracks multiple pieces of information at the same time. Ensures the accuracy of work. Is aware of processes and timelines and engages in work promptly. Accomplishes tasks by considering all areas involved, no matter how small; shows concern for all aspects of the job; accurately checks processes and tasks.
- **Continuous Learning:** Actively identifies new areas for learning; regularly creates and takes advantage of learning opportunities; using newly gained knowledge and skills on the job and learns through their application.
- **Follow-up:** Recognizes actions needed to advance the decision-making process. Gathers further information or reinforces and evaluates a previous step.
- **Personal Planning:** Organizes materials to accomplish tasks, sets priorities, determines resource requirements, and determines the sequence of activities needed to achieve goals in a complete and timely manner. Shows ability to plan, schedule, and self-direct completion of work.
- **Strategic Thinking:** Obtains information and identifies key issues and relationships relevant to achieving a long-range goal or vision; commit to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.

**Benefits:** Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance
for employees (and their families). Employees are able to enroll in 401K retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401K contributions. Employees are also eligible for pre-tax transportation benefits. Employers will receive 160 hours of paid vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

**Compensation:** $70,000 - $85,000

**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.

**COVID-19 Policy Language**
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.