Title: Strategic Partnerships Manager  
Employee Name: Vacant  
Employment Status: Exempt, Full-time  
Supervisor Title: Director, Development  
Job Family: Strategy Manager  
Date Revised: March 2024

Summary of Position:

The Strategic Partnerships Manager is responsible for managing a portfolio of work that contributes to the implementation of key goals and deliverables for the organization’s development (fundraising) and strategic partnership goals and workstreams. This includes meeting deliverables related to cultivating and managing new and existing funder relationships, raising resources, and expanding existing philanthropic partnerships.

Position Responsibilities:

- Lead a portfolio of work and contribute to team goals to implement a multi-year strategy to raise and expand philanthropic partnerships to support the fund’s strategic partnership and development goals.
- 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 Development, and Vice President of Strategic Partnerships.)
- 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 developing and writing grant proposals, grant reports, executive summaries, and customized briefs for philanthropic partners in your portfolio.
- Maintain excellent records and data management including contributing to the management and regular updating of prospects, deliverables and revenue projections 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) with the Strategic Partnerships team and Equity Fund staff.
- Manage workload to meet deliverables as outlined in grant agreements and workplans.
- Adhere to protocols for tracking revenue and deliverable compliance via
Salesforce CRM, ensuring that your portfolio's opportunity records are updated regularly, and ensuring that all funding proposals and grant reports are submitted on deadline.

- Manage a fundraising portfolio that may include charitable institutions, foundations, and high-net-worth individuals
- Help design and implement a range of year-round approaches (relational, communication-based, and engagement/events-driven strategies) that motivate renewed, increased and new philanthropic partnerships with the Funds; and
- Develop copy for reports, proposals, funder engagement, and other collateral tailored to the Equity Fund’s funding partners and charitable peers.
- Travel to offsite meetings and other Equity Fund events.
- Other duties as assigned.

**Education:**

- Any equivalent combination of training, education, and experience demonstrating the ability to perform the position's essential functions.

**Experience and Skills:**

- 5+ years of professional experience in fundraising and development, with demonstrated expertise in funder portfolio management and strengths in grant writing and strategic case development.
- Exceptional interpersonal, team collaboration, and written communication skills.
- 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 effectively convey the Equity Fund’s mission impact and commitment to racial and economic justice, climate, and clean energy equity.
- Proven ability to help develop intense cultivation, engagement, and learning opportunities for prospective and current funders, working in partnership with staff and leadership.
- Knowledge of philanthropy for climate/clean energy and racial and economic justice preferred.
- Knowledge of best practices for developing strategic and values-aligned philanthropic partnerships and stewarding donor relationships is preferred.
- Existing track record of meeting and exceeding annual fund development or fundraising goals including through funder portfolio management.
- Ability to travel domestically up to 15% annually.

**Technical Competencies:**

- Fundraising
- Industry Knowledge
- Knowledge of Database Systems (Salesforce, CRM, QuickBooks, etc.)
- Proposal Development
- Time Management and Prioritization
- Copy Editing
- Data Entry
- Event Scheduling, Logistics, and Execution
- External Communications
- Knowledge of Microsoft Office & Other Tools, Knowledge of Systems (e.g., HRIS, Accounting systems, CRM, etc.)
- Public Speaking
- Research Skills
- Strategic Relationships (Existing & Developing)
- System Documentation

**Behavioral Competencies:**

**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 accomplishing 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 effective written, oral, and listening skills.

- **Commitment to Equity:** Has lived experience and systems-level understanding of equity, diversity, and inclusion. Cultivates opportunities through diverse people; respects and relates well to people from varied backgrounds; understands 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. Works 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 Strategy Managers:**
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.

- **Decision-Making & Problem-Solving:** Breaks problems into components and recognizes interrelationships; makes sound, well-informed, and objective decisions. Compares data, information, and input from various sources to conclude; acts consistent with available facts, constraints, and probable consequences.

- **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.

- **Program Planning:** The ability to determine specific program goals and priorities and to assess the actions, time, and resources needed to achieve those goals.

- **Strategic Thinking:** Obtains information and identifies key issues and relationships relevant to solving problems, thinking through solutions, and committing to a course of action to accomplish a goal after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.

- **Relationship Management:** The ability to understand other people’s moods, behaviors, and motives in order to improve the quality and connection of relationships (requires social awareness and empathy). Develops, manages, and uses collaborative relationships to facilitate the accomplishment of work goals.

**Benefits:** Climate and Clean Energy Equity Fund offers a comprehensive benefits package that includes health, dental, and vision insurance for employees and their families. Employees can enroll in a 401K retirement plan that includes a generous employer match. Employees also earn 160 hours of paid vacation time, 10 days of sick leave, 10 holidays, and volunteer leave annually.

**Compensation:** The base pay range for this role starts at $108,000. New hires are typically hired into the middle portion of the range, enabling employee growth in the range over time. Actual placement in range is based on job-related skills and experience, as evaluated throughout the interview process. Pay ranges are adjusted based on cost of labor in each respective geographical market.

**Hiring Statement**
Climate and Clean Energy Equity Fund is a newly independent 501(c)(3) public charity, committed to attracting, developing, and retaining exceptional people and to creating a work environment that is dynamic and rewarding. Our work environment is safe and open to all employees, 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, the Climate and Clean Energy Equity 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@theequityfund.org.