

Partnership Lead

Remote/Part-time

Responsible to: Director of Development

Primarily relates to: Directors, Staffing Coordinators, Directors, Program Manager, Ops Manager

Classification: Lead

Length of Service: Two years

Position Objectives:

- To build and maintain partnerships with diverse communities and networks
- To initiate new relationships with organizations and churches and maintain existing relationships to help reach strategic goals for Holden Village

Position Qualifications:

- Awareness and commitment to growing in the practice of justice: equity, diversity, and inclusion in community. Ability to relate to persons of all ages, gender, sexual orientation, racial, ethnic, and religious backgrounds.
- Detail oriented with excellent organizational and record keeping skills.
- Knowledgeable of the operation, program, and ministry of Holden Village in order to make appropriate selections for partnership organizations and to orient new partners to the Village.
- Database and computer skills necessary.
- Excellent oral and written communication, interpersonal, public speaking, and presentation skills
- Experience working with people of diverse backgrounds
- Experience working with volunteers and organizations
- Experience with recruitment

Position Responsibilities:

- Partnership Cultivation
 - Develop an annual work plan for approval that sets out specific goals and strategies for each fiscal year, tracking against key performance indicators (KPI's)
 - Research, identify, and recruit new partnership relationships and work to develop potential ways Holden Village and its partners can build solutions together
 - Introduce potential partners to Holden Village and screen for high impact potential while cultivating collaborative relationships
 - Manage database and regularly share relevant information, and reports with all departments
 - Ensure partner information is up to date including authorized partner representatives and their contact information
 - Manage partner relations and hand-off to applicable Holden department managers, staffing coordinators, Director Development & Outreach, or Executive Directors
 - Review & assess current strong collaborative partners and share their stories with the fund development team
 - Assist with orientations, trainings, and workshops to ensure Holden Village partners with nonprofits and churches who are aligned with our mission
 - Evaluate partnership cultivation strategy and make adjustments annually

- Staff Recruitment
 - Promote volunteer opportunities.
 - Communicate with people and organizations requesting information about Holden, opportunities to volunteer, internship/work study formation opportunities and applications for staff positions.
 - Communicate with potential volunteer staff via mail, e-mail, telephone, in person, as needed.
 - Collaborate with communications staff to develop creative resources, e.g. announcements, bulletin boards, presentations to schools, churches, reunions, etc.
- Staff Selection
 - Maintain communication with Staffing Coordinators regarding potential applicants and groups
 - Keep records in a well-organized, confidential filing space and retain them in compliance with Holden's Record Retention Policy.
- Relating to Staff
 - Provide regular check-ins with staff, groups, and leadership from the cultivated partnerships
- Administrative Duties
 - Document procedures and maintain updated Holdenstack job manual weekly.
 - Update website to reflect current and upcoming staffing needs.
 - Revise and update the Holdenstack turnover file annually.

Community Expectations:

While in the Village, this staff member commits to the terms of the Staff Covenant, including: attendance at daily worship and weekly staff meetings and participation in Village contributions of dish team, garbology, and stoking. Each staff member agrees to read and follow Village personnel guidelines.

Staff members are expected to serve in other Village roles and projects as needed. Some examples include: first response team, fire brigade, seasonal program events and activities, helping with worship, and attendance at volunteering trainings.

As part of the Holden staff, you are expected to extend genuine hospitality and help all Villagers integrate into community life.