

Partnership & Recruitment Specialist

Remote/Part-time

Responsible to: Director of Development & Outreach

Primarily relates to: Staffing Leads, Executive Directors, Program Manager, Ops Manager

Classification: Part-time 20 hrs/week, non-exempt

Location: Out of Village, Remote/Hybrid

Length of Service: Open

Salary Range: \$20,000 - \$23,000/year, DOQ

Benefits: Eligible for health insurance, prorated sick leave & vacation time

Position Objectives:

- Build and maintain partnerships with diverse communities and networks
- Initiate new relationships with organizations and churches and maintain existing relationships to help reach strategic goals for Holden Village
- Recruit staff personnel for all work areas throughout the year

Position Responsibilities:

- Develop an annual work plan for approval that sets out specific goals and strategies for each area of responsibility, tracking against key performance indicators (KPI's)
- Develop a "Holden Ambassadors" program that mobilizes willing and energetic people familiar with Holden from around the country, to share Holden happenings and promote opportunities to engage as employees, volunteers, faculty, donors, guests, and partners
- Set-up and staff Holden table at college camp fairs, churches, and seek out opportunities to give presentations about Holden
- Partnership Cultivation
 - 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 partnership information and regularly share relevant information, and reports with key Holden stakeholders
 - Facilitate partner relations and hand-off to applicable Holden department managers, Staffing, Director Development & Outreach, or Executive Directors
 - Review & assess current strong collaborative partners and share their stories with the Communications & 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
 - Research internship and work-study models, consulting with colleges and universities, and create a viable internship/work-study program for Holden (in year 2-3)
 - 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

- o Collaborate with Communications & Development staff to develop creative resources, e.g. announcements, bulletin boards, presentations to schools, churches, reunions, etc.
- Administrative Duties
 - o Document procedures and maintain updated Holdenstack job manual regularly
 - o Update website to reflect current and upcoming staffing needs

Position Qualifications:

- Awareness and commitment to growing in the practice of justice: equity, diversity, and inclusion in community
- Experience and demonstrated 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
- Experience working with volunteers and organizations
- Experience with recruitment
- Excellent oral and written communication, interpersonal, public speaking, and presentation skills
- Ability to grasp the needs of the Village and find ways to best meet those needs in light of the capabilities and limitations of staff and applicants
- Knowledgeable of the operation, program, and ministry of Holden Village in order to make appropriate selection of staff and to orient new staff to the Village
- Database and computer skills necessary
- Ability to travel, access to a personal vehicle, and a valid driver's license in good standing

Community Expectations:

- Pledge to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#)
- Uphold and work to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Participate in community life while in the Village: participation in worship and weekly staff meetings, dish team, garbology, and stoking.
- Abide by Holden Village's [Community Health Protocols and Practices](#).
- Commit to staying up-to date on all required vaccinations.
- Extend genuine hospitality to all villagers.

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