



**TITLE/POSITION:** Strategic Partnerships Manager  
**DEPARTMENT:** Education  
**REGION:** Charlotte Headquarters  
**DATE:** 2019

### **POSITION DESCRIPTION**

Help us inspire generations of young people to be financially literate, self-sufficient, own their economic success and believe in the power of their own potential. Junior Achievement of Central Carolinas (JACC) is seeking a collaborative, mission driven and passionate individual to cultivate and develop new and transformative JACC partnerships with businesses and individuals that engage with JACC to volunteer to deliver our programs in schools and in our new facility. These volunteers are instrumental in helping JACC ensure that every child can thrive in the 21st century workforce and global economy.

The Strategic Partnerships Manager will develop, lead, and coordinate a wide-range of activities related to investor engagement through volunteer and investment opportunities.

### **PRIMARY RESPONSIBILITIES**

#### **Program Quality**

- Ensure daily volunteer coverage for *JACC* programming in the Charlotte region.
- Collaborate with programs/operations to design volunteer role(s) that leverage expertise and experience of volunteers to add value to the students learning experience.
- Direct opportunities to steward and celebrate volunteers so that they feel appreciated and energized by our work.
- Responsible for training volunteers and stewarding their relationship with JA.
- Responsible for retention of volunteers year over year.
- Responsible for developing and implementing a volunteer recognition program.
- Responsible for converting volunteers into investors of JA.

#### **Program Sustainability**

- Manage and grow existing volunteer partnerships with diverse organizations, including companies, colleges, community organizations, etc., through effective relationship building.
- Create comprehensive annual volunteer plans with partner organizations in coordination with Development and Program team.
- Identify prospect colleges, companies, community organizations and convert into new volunteer partnerships.
- Manage all volunteer related data efficiently and effectively according to established processes and standards.



- Identify, document and share best practices with peers to recruit, retain and delight our volunteers on for all education program teams.
- Develop, enhance, and lead training of volunteers to ensure success, to include a top-to-bottom overhaul of our volunteer curriculum.

### **Constituent Experience**

- Deliver a best-in-class experience for every volunteer that participates in JA BizTown®, JA Finance Park®, and all other education programs.
- Steward volunteer partner organizations to provide a strong return on investment for their employees' time.
- Embody organizational culture and reflect guiding principles to build strong working relationship with peers.
- Measure and communicate volunteer impact and recognize volunteers for that impact by implementing a tracking system, regularly reporting on the contributions made through volunteer engagement, and expanding the volunteer recognition and benefits program.
- Create win-win partnerships with all our constituents that promote volunteer retention, deeper engagement and support our growth goals as an organization.
- Convert volunteers into investors not only of their time but also of their treasure

### **Development and Investor Relations**

- Conduct regular new funder prospecting, keeping up to date on emerging philanthropic trends in the field and staying current on the funding relationships of competitor organizations.
- Maintain calendar indicating renewals, reports, new prospect deadlines.
- Maintain accurate investor files for all corporate, foundation and government investors and prospects.
- Work with Program and Development teams on an ongoing basis to determine funding opportunities and priorities for existing and new program needs.
- Maintain collaborative working relationships with other staff to ensure maximum support for Resource Development throughout the organization.
- Prepare and present reports on a regular basis for review by the leadership team.
- Ensure the program team is equipped with the tools for converting volunteers into investors by cultivating transformational partnerships.
- Ensure all data is entered into the data management system in a timely manner
- Develop and grow a prospecting list of partners to add to your portfolio annually.

### **Qualifications:**

- The ability to develop and strengthen corporate volunteer partnerships and relationships with corporate and community partners and individual volunteers.
- Strong sales and verbal communication skills to engage new volunteers in JACC programming.



- Ability to manage details and organization of complex projects and events, excellent multi-tasking and
- Project and time management skills
- Ability to motivate and inspire others, passion for helping others achieve success
- Strategic thinker and results oriented.
- Solution-oriented, flexible and is good problem-solver
- Self-motivated and self-directed
- Knowledge of, and sensitivity to, issues prevalent in diverse and under-served communities
- Experience influencing and leading groups or corporate initiatives
- History of volunteering and understanding of the volunteer life cycle.

### **CORE COMPETENCIES**

- **Delight the Customer:** Provide value to JACC stakeholders and constituencies beyond their expectations; Seek and respond to feedback to ensure that constituent needs have been met.
- **Execute Effectively:** Focus on appropriate details so that work gets done accurately; Use the most appropriate sequence of activities to complete work in a timely manner; Implement appropriate work structures and processes to accomplish goals.
- **Understand & Plan the Work:** Identify action steps needed to accomplish work objectives; identify and obtain resources needed to accomplish objectives; coordinate planning efforts with others; establish clear, realistic timelines for goal accomplishment.
- **Communicate Effectively:** Demonstrate genuine interest when listening to others; Listen actively, reflecting and summarizing comments to ensure understanding; answer questions clearly and concisely.
- **Drive for Results:** Consistently achieve work objectives; Readily put in time and effort required to achieve goals; Work to resolve routine and unexpected problems
- **Demonstrate Adaptability & Resourcefulness:** Overcome obstacles and constraints without becoming discouraged; Maintain a positive outlook and sense of humor in difficult situations.

### **EDUCATION REQUIREMENTS**

BA/BS in education, business or a related field and five years' experience in program or volunteer management, project management, education, or a related field.

#### **Some key measures of this success for this role would include:**

# of JACC corporate volunteer program that are established

% of volunteers that are satisfied with their experience at JACC and chose to remain active

% of companies that commit to investing in JACC after volunteering

% of individuals that commit to investing in JACC after volunteering

Salary commensurate with experience; Equal Opportunity Employer.