

Job Description

Job Title: Director of Strategic Partnerships

Reports To: President & CEO

Status: Exempt, Full Time

Prepared Date: June 2023

Salary: \$90K - \$125K

OVERVIEW OF RESPONSIBILITIES

Under the direction of the President & CEO the Director of Strategic Partnerships helps manage employees, volunteers and day-to-day activities of the organization. This includes hiring employees, creating responsibilities for the staff, and developing and mentoring staff. The Director of Strategic Partnerships provides leadership to and helps direct the Community Impact department and ensures that tasks are accomplished to meet the organizations overall goals. S/he builds strong cross-functional relationships with internal departments to implement business strategies. S/he ensures that strategies are clearly understood by all stakeholders and that the organization is achieving its strategic goals at an optimum pace. In conjunction with the President & CEO, the Director of Strategic Partnerships identifies and leads new donor opportunities, productive relationships and community partnerships for the benefit of the organization.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

The major responsibilities of this position include, but are not limited to:

- Assists the President & CEO in developing the overall impact of United Way of Santa Barbara County on the community, with particular emphasis on increasing capacity to drive the impact agenda.
- Partners with the President & CEO and the United Way of Santa Barbara County Senior Leadership team to craft organizational goals and develops strategies to ensure that they are achieved.
- Develops and adapts strategies to achieve increased impact, including raising funds to support them.
- Establishes and builds relationships with top leaders in the community, including those representing the highest levels in business, government, and non-profit sectors.
- Must demonstrate a high level of expertise on issue relevant to the organization and intellectual curiosity and desire to explore new ideas and innovate approaches to solving problems.
- Oversees all program operations and delivers day-to-day leadership of staff to provide them with management guidance, strategies for growth and operational assistance.
- With the support of the CFO, develops and maintains budgets for several programs and initiatives.
- Continuously strengthens and refines existing program models with particular attention to applying data informed, high quality best practices.
- At a minimum, conducts yearly program evaluations, implements program development strategies and training to maximize program effectiveness.
- Collaborates with team members to develop systems for high quality project management, collection and sharing of knowledge to improve programs.
- Supports key results in fundraising and revenue production; to identify, cultivate and solicit prospective donors and key leaders of prospective new corporate partners; to leverage personal and professional contacts and relationships into fundraising opportunities; and to promote a culture of fundraising and revenue production in the organization, both at the staff, board committee, and public levels.
- Expands and diversifies the organizations base/pipeline and works closely with Development team members to secure funding for new initiatives.
- Ensures coordination and alignment of all United Way activities to strategic direction in the areas of community impact and staff alignment.

- Sets goals, monitors work, and evaluates results to ensure departmental and organizational short and long term objectives and operational requirements are being met and are in line with the needs and mission of the organization.
- Assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises Community impact positions and establishes individual goals.
- Serves as a brand and understands his/her role in growing and protecting the reputation of United Way.
- Responsible for building trust in United Way and its relevance in the community.

EXPERIENCE/POSITION REQUIREMENTS

Substantial experience working in the nonprofit sector (United Way experience is desirable) and interacting with volunteers and diverse boards. Alternatively, extensive experience in the leadership and management of organizations of comparable size and mission.

- Expertise on issues relevant to the organization.
- Ability to command the confidence and respect of stakeholders.
- A demonstrated track record of building collaboration with the community at large.
- Experience in or across multiple sectors, including nonprofit, public and corporate environments.
- Experience in developing partnerships, building teams and conflict management.
- Experience in building revenue and increasing philanthropic support.
- Must demonstrate a high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems.

S/he has unquestioned integrity; a long term perspective; a strong sense of accountability; a practical ability to get things done; wisdom and good judgment; a fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives; excellent verbal and written communication skills; a high energy level and sense of humor.

EDUCATION BACKGROUND

4-year college degree is preferred, and five years+ of non-profit program leadership and/or experience, preferably acquired through employment in a United Way organization; or an equivalent combination of experience and education. Demonstrated ability to develop alternative courses of action and decision-making based on logical assumptions which reflect factual information. Demonstrated ability to supervise and motivate a team of volunteers. Information systems, communication skills, customer service, analysis and risk-taking required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the described functions.

Language Skills

Ability to read, analyze, and interpret scientific, technical or business journals, financial reports, and legal documents. Ability to write reports, business correspondence and policy and procedure manuals. Ability to prepare and present presentations and conduct effective meetings. Ability to respond effectively to inquiries or complaints from customers, peers, subordinates, top management, or other members of the business community.

Time Management

Ability to effectively prioritize and accomplish multiple projects and assignments within the time frame. Ability to keep weekly calendars updated with all sales calls, campaigns, tasks and events.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills

Ability to use word processing, spreadsheet, and database applications. Ability to learn various software programs.

Certificates, Licenses, and Registrations

Valid driver’s license preferred.

Core Competencies

Mission-Focused	All United Way employees recognize that the organization’s top priority is to create real social change that improves lives and changes community conditions. This drives their performance and motivations.
Relationship-Oriented	All United Way employees are responsible for cultivating and managing relationships, fostering an atmosphere of trust, while taking a collaborative approach to addressing issues.
Results-Driven	All United Way employees are accountable for achieving individual performance goals in support of organizational goals.
Brand-Steward	All United Way employees are stewards of the brand and understand their role in protecting the reputation of the organization.
Continuous Learning	All United Way employees demonstrate a desire to acquire knowledge, skills, and abilities necessary to perform effectively.
Critical Thinking	All United Way employees use critical thinking skills to solve problems through basic research, analysis, and interpretation.
Professional Behavior	All United Way employees conduct themselves in a professional manner and follow organizational guidelines and standards.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk; hear; sit; and use hands to finger, handle or feel. The employee is frequently required to use one or both hands repetitively; grasp simply and lightly; and grasp with one hand only. The employee is occasionally required to stand; walk; use both hands repetitively; grasp firmly with both hands; push and/or pull; use both hands with fine dexterity; reach overhead with hands and arms; climb or balance; use stairs; stoop, kneel, bend, or crouch; lift and/or move up to 25 pounds; and walk on uneven ground and between buildings. Normal 20/20 vision ability (with corrective lenses, if needed) is required by this position. The noise level in the work environment is usually somewhat quiet.

General: This description contains the essential functions necessary to evaluate the position. It is not intended and should not be used as an exhaustive list of all responsibilities, skills or efforts.