

Director of Partner Development

\$25/hr | 15-20 hrs/week

Broadview

- Cultivate relationships with large supporting organizations
- Facilitate and manage fiscal sponsorships
- Grant discovery and writing for foundations & grantmakers
- Partnership, grant and budget management

Job Purpose

The Director of Partner Development will be responsible for cultivating our network of collaborative relationships with external organizations and partners. They will manage and operate East Phillips Improvement Coalition's and Midtown Phillips Neighborhood Association's fiscal sponsorship program in order to collaborate with and empower the work of neighbors and small organizations. They will also establish partnerships with larger organizations invested in the well-being of the neighborhood through cultivating recurring annual donor relationships with neighborhood businesses, writing grants for foundations and grantmakers to support our mission, and managing the budget and overall grant implementation. They will be responsible for overseeing development of these fiscal partnerships towards the end of building capacity for neighborhood engagement in alignment with EPIC's strategies, namely in our key topic areas: climate resilience (urban agriculture), housing, addiction, health, and safety.

Responsibilities

Overall

- Work with staff to create an annual partnership development plan that supports the development and long-term sustainability of the East Phillips Improvement Coalition in its collaborative work.
- Safekeep the community's needs and the organization's financial well-being in a way that is consistent with the values and goals of the East Phillips Improvement Coalition.
- Maintain a list of the contacts, areas of interest, deadlines, etc., of foundations, federal, and state grants.
- Remain in steady contact with grantmakers, and stay up to date on upcoming opportunities.

- Provide biweekly reports to staff on progress and updates.
- Work closely with staff to coordinate EPIC's messaging and mission.
- Work with the bookkeeper to ensure financial documents are organized.

Grant-writing and Fiscal Sponsorships

- Write grants
- Work with EPIC staff for content and copy-editing of grants
- Manage the fiscal sponsorship program to empower diverse engagement and service in the communities represented.
 - Make the program accessible and encourage new fiscal sponsorships

Fiscally Supporting Partners

- Maintain relationships and engage with old and new donors (e.g., meetings, thank you notes, etc.)
- Maintain a database of donors, and provide relevant and appropriate communication with those donors.
- Attend non-profit events and network with relevant stakeholders.
- Prepare materials, ie. scripts, letters, pitches, etc. for Board members to make appeals to organizations and partners for large-dollar donations.

General Requirements and Qualifications

Proficient in English (written and spoken)

Comfort using technology

Comfortable working in a cross-cultural environment

Proven experience in community outreach and professional communication

Strong understanding of sustainability and climate action initiatives.

Excellent communication and organizational skills.

Ability to work independently and manage multiple tasks.

Proficiency in using various communication platforms and tools for outreach purposes.

Comfortable engaging with diverse community members and stakeholders.
Ability to commute to events and in-person meetings as needed.

Ideally:

Connection to the East Phillips and/or Midtown Phillips neighborhoods
Have your own computer and phone.
Ability to speak and write Spanish/Somali (namely for communications responsibilities)

Application Process:

Interested candidates should submit their resume and a cover letter detailing their relevant experience and why they are passionate about community outreach and sustainability. Applications can be sent to info@eastphillips.org. We are aiming to start onboarding new staff as soon as possible.

We strongly encourage members of marginalized communities to apply for this role, including Black, Indigenous, and people of color, women, queer and trans people, people with disabilities, and poor and working class people. We are an equal opportunity employer.

Reach out to info@eastphillips.org with any questions.