

Our Mission: Ensuring *every* child is on a path to thrive in kindergarten and life

## STRATEGIC PARTNERSHIP MANAGER

### POSITION SUMMARY:

Reporting to the Vice President of Development and Communications, the Strategic Partnership Manager will help identify, cultivate and steward relationships with Kidango staff and departments and external stakeholders including (but not limited to) individuals, corporations, community based organizations, school districts, universities, and government agencies. The Strategic Partnership Manager will be responsible to identify opportunities to promote Kidango's Early Childhood Education (ECE) expertise across multiple sectors and develop and implement strategies to engage internal and external stakeholders in activities to broaden awareness of our programs, funding needs, research initiatives, and advocacy priorities with the end goal of increased engagement with donors and funders, policymakers, current and potential partners, staff, parents, and community members.

### POSITION OVERVIEW:

- Employment Type: Full-Time/Exempt
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Salary: \$60,000 - \$65,000
- Reports to: Vice President of Development and Communications
- Supervises: None

### PRIMARY RESPONSIBILITIES:

#### *Corporate Relations (50% of time)*

- Assist VP of Development and Communications develop a corporate volunteer program where corporations host volunteer activities on their campuses to assemble Kidango backpacks for 3,000 Kidango children annually.
- Works with Kidango's education team to identify potential volunteer opportunities and potential risks to incorporate corporate volunteer activities and events at Kidango sites.
- Identifies best practices and opportunities for local corporations to "adopt" Kidango centers where corporate employees can engage in center specific projects (facility repair and renovations, volunteer reading programs and other ways to engage).
- Works with Kidango facilities team to identify facility repair and renovation projects suitable for corporate volunteers.
- Identifies and builds relationships with corporate relationships Managers at local companies and provides them with information about our programs and services and opportunities to become Kidango partners.
- Assists VP of Development and Communications in developing sponsorship packages with associate benefits to increase corporate support and engagement
- Identifies possible incentives to promote corporate funding and engagement including, but not limited to, recognition and representation on Kidango public service announcements, company logos on Kidango vehicles, logos placement on appropriate Kidango printed materials, adoption of Kidango centers, etc.
- Explores viability of conducting an annual corporate "virtual race" where companies compete with each other in a timed virtual race to raise money for Kidango's Back to School campaign
- Researches corporate giving (financial and in-kind) support and trends among local corporations and their areas of support and evaluates potential for Kidango partnerships.
- Identifies local and national corporate giving opportunities and trends and refers corporate grant making opportunities to Kidango's development team.

*Community Based Partnership Activities (25% of time)*

- Supports VP of Development and Communications in identifying and establishing relationships with community based and social service organizations that provide support to families with preschool age children within Kidango service areas.
- Assists VP of Development and Communications on developing referral systems and processes between Kidango and other CBOs who serve families with young to help families obtain additional support and to maintain high enrollment at Kidango centers.
- Updates CBOs on new Kidango initiatives or program changes to ensure our community partners have accurate Kidango info to share with families in need of our services.

*Interdepartmental Relations (25% of time)*

- Lead department coordinator on providing Kidango center staff with support during community enrollment and outreach events.
- Assist VP of Development and Communications on coordinating with Kidango content experts on identifying platforms and opportunities to promote our work to enhance our reputation and gain additional awareness of our work, programs, and services.
- Assists VP of Development and Communications by attending event planning sessions for Kidango's GEM and Wellness Day events.

**POSITION QUALIFICATIONS/REQUIREMENTS:**

- BA degree or equivalent experience in Business, Communications, Public Relations, Marketing, Hospitality Management, event planning or related field required.
- 5+ years relevant experience in event management.
- 3+ years designing and coordinating volunteer programs.
- Ability to work effectively and use a positive approach with a diversity of people.
- Ability to provide leadership, accept responsibility, work independently, and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.
- Ability to travel weekly to Kidango headquarters, Kidango centers, corporate sites, and other community-based organizations.
- Experience with Salesforce database or CRM a plus.
- Self-starter passionate about creating and strategically distributing compelling narratives through multiple digital and print media channels.
- Experienced storyteller who craves identifying powerful success stories and cohesively implementing them throughout various communications, both internal and external.
- Collaborative team member comfortable leveraging digital communication tools to maintain open lines of communication with remote team members.
- Excellent time manager who thrives in a fast-paced environment.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**  
**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at  
<https://www.Kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.