

Director of Partnerships



Pay Range: \$80K-\$100K based on experience
Full-time Exempt Position (Hybrid)
100% medical premium coverage for you,
Life Insurance
A dental stipend
401 K retirement plan with 4% matching FFY contribution
In-person 3 days a week (Tuesdays, Wednesdays, Thursdays)

ABOUT US

Friends for Youth is a nonprofit organization that has matched underserved youth with caring adult volunteer mentors since 1979. Through our mentoring programs we provide youth with guidance, support, and opportunities for growth and new experiences.

Friends for Youth's mission is to empower underserved youth through mentorship and community relationships. Our vision is to provide every young person who needs a mentor with a mentor.

Our Core Values:

Equity and social justice
Community-centered collaboration
Innovation and agility
Individual and organizational Integrity
Respectful, supportive relationships
Responsive, high quality service

For more information about Friends for Youth, please visit www.friendsforyouth.org

POSITION OVERVIEW

The Partnerships Director will oversee the partnerships and development team at Friends For Youth. Additionally, they will work closely with the Executive Director (ED) and Director of Operations (DO) on fundraising, interpersonal agency relationships within the community and community partnerships as related to programming. This position is a senior management position reporting to the ED.

SPECIFIC RESPONSIBILITIES

Partnerships (45%)

- Identifying opportunities, submitting proposals, managing collaborative grants and partnership annual fund of \$300k - \$400k+
- Manage annual strategic goals of the partnerships and then assure partners programs meet contractual objectives which would include continually identifying new potential partners, evaluating current partners,

collective evaluations and reporting, fellowship and workforce development programs

- Communications and public relations as key FFY spokesperson in the community, enhancing FFY and partnership visibility and credibility.
- Manage Partnerships Team incl. Sr. Partnerships Coordinator to success in their role using performance evaluations and developing appropriate job description with agreed upon goals and responsibilities,
- Maintain complete and accurate partnerships records including partnerships reconciliation and partnerships payments/invoices
- Communicate with partners of the [Whole Health for Youth Collaborative](#) and other stakeholders to gain community support for the program and to solicit input to improve the program
- Cultivate relationships with community groups, companies, schools, city government and local leaders to promote FFY programs

Development (30%)

- In partnership with the ED, responsible for management, development and execution of fundraising strategy for institutional giving, individual giving, and recurring giving for \$1.5 million+
- Grow and manage development team including Development Coordinator/s to success in their role using performance evaluations and developing appropriate job description with agreed upon goals and responsibilities
- Event coordination of Friends For Youth's quarterly individual fundraising campaigns including Spring Gala, Annual Campaign, FFY Besties Recurring Giving Program, and
- Responsible for Institutional giving, grant writing, reporting and grants research to identify new opportunities, and maintaining relationships with program officers and foundations.
- Work closely with the Executive Director to present a strong, positive image of Friends for Youth as an agency as well as its programs, products, and services to relevant stakeholders.

Additional Responsibilities (15%)

- Support 1-to-1 Mentoring and Group Mentoring programs with outreach, volunteer recruitment, group facilitation, events, and case management as needed/applicable.
- Cultivate and maintain a positive staff culture environment by celebrating staff birthdays and arranging staff outings,
- Assist in planning Friends For Youth's annual staff retreat
- Find, share and/or provide workshops and professional development opportunities to Friends For Youth's team of staff.

Data (10%)

- Manage Partnerships and Development Data on QuickBooks and Salesforce CRM

- Ensure accurate and timely data input, systems management, reporting of partnerships and development data
- Analyze data to identify trends and insights that can inform program and fundraising strategies in accordance with the strategic plan
- Prepare and present data reports to the Executive Director and other stakeholders as needed

Qualifications

This is an extraordinary opportunity for an individual with a passion for empowering youth, who also wants to be instrumental in further developing a proven, growing and vital program. The successful candidate will oversee Friends for Youth's Partnerships department, work closely with leadership, and perform collaboratively with a young, adaptive, innovative team.

Specific requirements include:

- BA/BS minimum; MSW/MFT or other master's degree highly preferred
- Minimum 5-10 years experience with demonstrated success managing nonprofit program models, managing existing partnerships with non-profit organizations and establishing new relationships with community based organizations; ideally within education, youth development, mental health fields.
- Financially savvy; experienced in nonprofit financial reporting and administration; Quickbooks preferred
- Grant administration and reporting experience a plus
- High emotional intelligence
- High proficiency with technology and data management; Salesforce CRM experience preferred
- Excellent interpersonal skills; ability to communicate effectively through verbal and written communication
- Highly organized with exceptional attention to details
- Personal qualities of integrity, credibility, accountability, and a commitment to young people, families, equity, and Friends for Youth's mission

APPLICATION PROCESS:

Interested candidates should submit their resume and cover letter to Monica@friendsforyouth.org. Please include "Director of Partnerships Application" in the subject line. The deadline for applications is **05/20/2024**.

FFY's Commitment to Diversity, Equity, Inclusion & Access

Studies show that women and people of color are less likely to apply for jobs unless they meet every qualification. We do not expect every applicant to have every skill and qualification listed here, and we will consider the combination of formal education, training, and lived experience of each applicant. We are committed to supporting the career development of our employees and reflecting the diverse community around us. We strongly encourage people of color, women, and folks who are LGBTQ+ identifying, neurodivergent, and differently abled folks to apply. [Read our Diversity, Equity, & Inclusion Statement of Principle](#)

Equal Opportunity and Nondiscrimination Statement:

Friends for Youth is an equal opportunity employer and is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or veteran status. In addition to federal law requirements, Friends for Youth complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.