Title: Community Partnerships Manager
FLSA Status: Exempt
Pay Grade: 6
Location: Hybrid | Administrative HQ, 6944 Lake Worth Road, Lake Worth, FL 33467
Reports to: Vice President of Advancement
Direct Reports: None
Last Revised: June 29, 2022

POSITION SUMMARY: Under the executive direction of the Vice President of Advancement, the Community Partnerships Manager is responsible for development of new sponsors, the development of community partnerships, the retention & stewardship of existing program sponsors and community partners, and program sponsor recognition, with a special focus on Broward County. The incumbent is responsible for meeting revenue goals, managing expenses, and meeting established outcomes. This position may also assist with or lead other advancement initiatives.

Essential Duties and Responsibilities:

Development

• Provides a community presence that increases GSSEF’s visibility as a funding recipient for potential donors; engages new donors, sponsors, and supporters; proactively pursues new partnerships and collaborations within the community; brings funding opportunities to the Vice President of Advancement.

• Identifies, cultivates and secures support from individuals, corporations, foundations, and businesses with whom new relationships can be formed to increase sponsorship and third-party support for all GSSEF fundraising events, signature programs and other identified activities.

• Identifies, cultivates and secures community partnerships that support GSSEF efforts, including but not limited to relationships with civic organizations (e.g. Kiwanis and Rotary), as well as other corporations or foundations whose interests in providing support expands beyond traditional financial sponsorship.

• Coordinates program sponsor recognition, engagement and impact related to program events (e.g. Thin Mint Sprint, High Awards), including but not limited to logo placement, program ads, sponsor tickets, invoicing, and recaps, ensuring sponsor benefits are implemented and deadlines are met.

• Retains existing program sponsors and community partners; engages existing program donors, sponsors, and supporters and proactively seeks to increase value of partnerships and collaborations and to establish multi-year relationships.

• Enters data into GSSEF databases including but not limited to Donor Perfect in a timely and accurate fashion.

• Carries out fundraising activities with established ethical standards and in compliance with local, state, federal and non-profit regulations, guidelines and laws.

• Collaborates with GSSEF staff to identify untapped markets of interest, and to generate ideas, programs and concepts to engage potential donors.

• Supports the department’s efforts towards solicitation and in securing auction items for all GSSEF fundraising events.

• Models high levels of motivation, performance dedication and commitment.

• Provides professional, quality customer service to donors, volunteers, staff, and other community contacts.

Miscellaneous

• Performs other duties as assigned.
• Attends all required trainings and meetings and seeks out business-related learning opportunities that enhanced the organization’s ability to deliver services.
• Adheres to the Girl Scout law and maintains registration as a member of the Girl Scouts of Southeast Florida.
• Adheres to all provisions in the GSSEF Employee Resource Guide and GSSEF COVID-19 Workplace Guidelines.
• Completes all Council required background checks, including a Level 2 fingerprint-based background check, at time of hire and periodically thereafter with acceptable results.
• Participates actively in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
• Works the following normal in-based schedule in person as follows, unless business takes you out of the office or modifications are approved: 8 a.m. to 6 p.m. Monday through Wednesday, and 8 a.m. to 5 p.m. on Thursday, with many additional hours weekly, including evenings and weekends.
• Possesses access to a reliable vehicle and maintain a valid Florida State drivers’ license with a satisfactory driving record and eligibility for coverage under any applicable agency insurance.
• Performs work generally in an air-conditioned indoor environment with low to moderate noise.

**Required Knowledge, Skills & Abilities:**
• Knowledge of general Fund Development and fundraising practices and principles.
• Knowledge of principles and processes for providing exceptional customer service.
• Knowledge of business and management principles involved in the coordination of people and resources, including but not limited to budgeting and finance.
• Advanced written and verbal communication skills.
• Excellent interpersonal skills, including the ability to work successfully with colleagues, donors, administrators and volunteers.
• Intermediate to advanced Microsoft Office computer skills (Word, Excel, PowerPoint, Outlook) and ability to use specialized fund development software with proficiency (e.g. Donor Perfect, Online Auctions, etc.); overall digital, virtual and technical proficiency.
• Strong public relations skills and the ability to develop community collaborations.
• Intermediate to advanced time management skills.
• Intermediate database administration skills.
• Ability to work independently to make decisions and solve problems, escalating issues when needed, and effectively supplying regular reports.
• Ability to organize, plan and prioritize work, maintaining a high degree of accuracy and attention to detail, including thoroughness and proactive follow-up.
• Ability to develop budgets and manage financial resources effectively.
• Ability to tolerate stress and stay flexible when faced with the pressure of multiple or competing deadlines.
• Ability to be reliable, responsible and dependable, able to fulfill obligations and see that commitments are completed as scheduled.
• Ability to create reports, presentations and videos for a variety of audiences.
• Ability to speak to a variety of public audiences.

**Education and Experience:**
• Bachelor’s degree in a related field, or equivalent experience required.
• Minimum of three years recent, relevant experience required.
• Working knowledge of Donor Perfect or similar databases preferred.
• Experience working in a nonprofit organization preferred.
• Bilingual preferred.
Physical Requirements:
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to withstand:

- Prolonged periods sitting at a desk and working on a computer.
- Prolonged periods of standing or walking at indoor and outdoor events.
- Operating office equipment manually.
- Lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (30 pounds).
- Working in person.

Core Competencies:
Digital, Virtual and Technical Proficiency | Business First Mindset | Communicator | Customer Centric | Critical Thinker | Financial Acumen | Social Justice and Inclusion (DEI) | Learning and Innovation | Leadership and Stewardship | Relational Intelligence

NON-DISCRIMINATION STATEMENT
Girl Scouts of Southeast Florida, Inc. (GSSEF) does not discriminate against employees or clients based on race, color, religion, sex, age, disability, sexual orientation, national origin, gender identity or expression, marital or familial status, genetic information, veteran status, political affiliation, or any other characteristic protected by law. Girl Scouts of Southeast Florida, Inc. (GSSEF) is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity for employment for qualified persons with disabilities, which is extended to both applicants and employees. Further, GSSEF will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 as Amended (ADAAA).

This job description should not be interpreted as all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions will be evaluated and are subject to modification, as necessary.

I have read and understand the requirements for this position. Should I have any questions regarding the essential functions of my job at any time, I will bring this to the attention of my immediate supervisor for further clarification in real time.

Employee Name (print): _____________________________________________

Employee Signature __________________________ Date ____________

Mission:
Girl Scouts builds girls of courage confidence and character who make the world a better place.