YMCA of Honolulu
JOB DESCRIPTION

Job Title: Director of Partnerships & Alumni Relations  Date: 6/12/2023
Department: Program  Status: Exempt
Branch: Camp H. R. Erdman  Reports To: Branch Executive Director

PRIMARY PURPOSE:
Position is responsible for providing leadership to the ongoing partnership development for YMCA Camp Erdman, and the cultivation of relationships with alumni. This position will work closely with the Executive Director and Program Director teams to identify the areas of greatest need and greatest impact in order to develop partnerships that further the Camp Erdman and YMCA mission. Key responsibilities include: identifying key partnership needs in consultation with the Camp Erdman team, raising awareness, cultivating relationships, aligning partnership incentives and growing the alumni base. This position will be remote, with an obligation to spend at least one day per week at Camp Erdman.

Essential Duties/Functions:
1. Partnership Need Identification
   a. Consult with each Program Director to identify the growth goals for impact in their respective areas
   b. Establishes and tracks key partner program outcomes
   c. Develop and maintain a key partners landscape for Camp Erdman lines of service
2. Partnership Awareness
   a. Seek out new partnership potential and introduce to the Camp Erdman team
   b. Cultivate a culture at Camp Erdman of understanding the value that partnerships can bring to the standard of our impact on community
   c. Steward the dispersion of Financial Assistance funds to leverage each dollar for maximum impact
3. Cultivating Relationships
   a. Utilize on and off island networks to open the door to partnership development
   b. In consultation with Executive Director, grow new and potential partner understanding of Camp Erdman mission
   c. Outline mission alignment between new partners and Camp Erdman
   d. Report mission advancement outcomes to partners and donors to steward deeper investment
4. Aligning Partnership Incentives
   a. Ensures that all partnerships are mutually beneficial and that benefits to each party are defined and quantifiable
   b. Conducts annual and as needed reviews of partnership outcomes
c. Conducts due diligence on potential partners to ensure mission and value alignment

5. Growing Alumni Base
   a. Establishes and maintains alumni database
   b. Communicates to alumni base to educate and engage the audience
   c. Stewards alumni giving towards greatest Camp Erdman need
   d. Researches Camp Erdman history to guide Alumni development
   e. Utilizes formal and informal communication methods to grow alumni network

6. Other
   a. Attends meetings, trainings and events as needed
   b. Performs other duties as assigned

YMCA Competencies (Team Leader)
- Mission and Community Oriented: Models and teaches YMCA values. Champions inclusion activities, strategies and initiatives. Ensures high-level services that differentiate the YMCA from other providers. Provides volunteers with orientation, training, development and recognition.
- People Oriented: Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Builds relationships to create small communities. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.
- Results Oriented: Holds staff accountable for high-quality results using a formal process to measure progress. Conducts prototypes to support the launching of programs and activities. Provides others with frameworks for making decisions. Develops plans and manages best practices through engagement of team. Cultivates relationships to support fundraising. Effectively creates and manages budgets.
- Personal Development Oriented: Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change.

PERIODIC DUTIES:
- Produces and submits written financial reports as needed.
- Produces and submits written outcome reports pursuant to goals, as needed.
- Must be able to drive YMCA vehicle as needed.

WORKING CONDITIONS:
- Works under general office conditions and outdoors for various activities i.e., open house, promotional and community related activities.
- Frequently works outdoors (camp tours, registration and program check-in, inspections, etc.)
- Must be able to travel to other branch locations periodically.

Equipment Use:
- Frequent use of phone, computer, fax, copier, postage machine and other general office equipment.
- Other equipment as assigned.
**Work Hours:**
- Hours may vary including regular office hours with availability to work flexible shifts including days, nights, weekends, and holidays as needed.

**MENTAL DEMANDS:**
- Requires alertness, attention to detail, accuracy and concentration, and ability to multi-task.
- Must be able to deal with all cultures and personalities with a friendly and approachable personality.
- Ability to understand mathematical calculations and produce statistical reports
- Capacity to work on multi-project; oriented tasks
- Must be able to recognize an emergency situation and respond appropriately.

**PHYSICAL DEMANDS:**
- Frequent sitting, standing, and walking for extended periods of time.
- Occasional push/pull/carry/lift up to 50 lbs.
- Accepting and coordinating the stocking of the Camp Store merchandise and completing Monthly Camp Store Inventory
- Frequent handling of documents and use of general office equipment
- Ability to respond to emergency situations

**COMMUNICATION DEMANDS:**
- Must have excellent communication skills—in person, on the phone, & emails.
- Frequent interaction with employees, participants, donors, volunteers and vendors from diverse cultures & backgrounds required.
- Must be able to read, write and compose reports, flyers, and correspondence.

**QUALIFICATION REQUIREMENTS:**

**Skills/Knowledge:**
- Demonstrated ability to create and deliver exceptional customer service to a broad audience.
- Strong interpersonal communication skills, well organized and demonstrated ability to multitask.
- Demonstrated skill and willingness to develop in staff management.
- Demonstrated, successful administrative and financial management skills.
- Must be proficient in Google Suite, Word and Excel programs.
- Ability to operate other software applications as required.

**Education/Training:**
- High School Diploma or GED required
- Bachelor degree in a related field preferred.
- 1 year minimum experience in YMCA camp administration or 2 years office/clerical experience required.
- 1 year supervisory experience preferred.
- Valid driver’s license required.
● Able to be CPR/AED, Oxygen or First Aid trained.
● TB clearance required.

Salary: $50,000-$60,000. YMCA of Honolulu has a generous benefits package, including retirement, medical & dental insurance, paid time off and discounts on Y membership and programs.

To apply visit our website:  https://www.YmcaHonolulu.org/careers

**About the YMCA of Honolulu:**
With nine branches island wide touching the lives of more than 100,000 people annually, the YMCA of Honolulu is one of the largest nonprofits in Hawaii. The YMCA serves individuals of all ages and from all walks of life from programs in early learning education to teen leadership to health and wellness.

With a commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility, the Y ensures that every individual has access to the essentials needed to learn, grow and thrive.

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That’s why, through the Y, thousands of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

Though the world may be unpredictable, one thing remains certain - the Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities.