



Position Description

Position Title:	Director of Community Partnerships
Reports To:	VP of Programs
Classification:	Full-Time
FLSA Status:	Salaried Exempt
Direct Reports:	N/A

POSITION SUMMARY

Responsible for co-developing, shaping, and executing LFA's strategy to build meaningful relationships with community partners to include local and tribal government officials and association members, civic organizations, and social entrepreneurs. Collaborate with hosting organizations and Fellows to co-develop compelling project scopes to ensure Fellows are positioned to lead real and lasting positive impact in their communities. Manage a community partnerships team to achieve these objectives.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by individuals in this role. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Design a cohesive strategy to cultivate relationships and manage operations related to building and maintaining partnerships with fellowship hosts.
- Manage (including training, hiring, firing, and promoting) a national community partnerships department focused on cultivating fellowship host relationships nationwide.
- Build strategic partnerships with the national leaders and institutions with the most influence in the fellowship host space (e.g. Aspen Institute, Congress, Service Year Alliance, ICMA, NLC, USCM, etc.). Based on the strength of these relationships, connect with entities willing to host one or more Fellows nationwide.
- Connect ongoing fellowship host opportunities in LFA affiliate regions to the relevant affiliate team.
- Connect and collaborate with local government, tribal government, and social-sector leaders to design placement opportunities for Fellowships and place-based initiatives. This includes building relationships with external partners over email, phone calls, and in person, to develop new and lasting relationships with interested and dynamic local government partners.
- Directly lead and participate in the community partnerships pipeline, including pitching, follow-ups, price negotiation, and project scoping. Hand off the full contracting process to the finance team.
- Delegate some community partnership relationships (categorized by geography, type of community, fellowship track, etc.) to other national community partnerships staff, and oversee their performance in leading these pipelines. Manage the most significant, high-leverage host relationships directly.
- Oversee both the pre-confirmed host pipeline (hosts confirmed first) and the applicant led host pipeline (applicants confirmed first). For the applicant led host pipeline, either directly facilitate connecting and pitching Endorsed Finalists to hosts, or manage the effective execution of this strategy by community partnerships staff.
- Creatively identify sources of funding for underserved hosts that may be unable to pay the full price. Identify and partner with local funders to subsidize host placements when necessary.

- Build strong data norms using Salesforce and related platforms, and hold the community partnerships team (including affiliates) accountable to maintaining data integrity.
- Represent Lead for America at conferences, convenings, and other gatherings of fellowship host stakeholders to share our mission and vision with potential partners.
- Develop training materials and facilitate on-boarding and workshops to prepare community partnerships staff from the national and affiliate teams to perform their roles at a world class level.
- Develop training materials and facilitate on-boarding and workshops to prepare fellowship hosts for their role as outstanding Fellow mentors, LFA community members, and civic leaders.

QUALIFICATIONS

Education

BS Degree in social sciences, business management, or a related field required; MA preferred.

Experience

A minimum of 3 years of relevant non-profit experience, preferably within local government, community work, public policy. Expertise in local government procurement, contracting, budgeting, leadership work flows, and related operations preferred.

Knowledge, Skills, and Attributes

- **Mission/Vision.** Able to support and articulate the organization's mission, goals and objectives in a positive and inspirational manner.
- **Strategic Vision and Agility.** Ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan; ability to navigate and collaborate across all the organization's functional areas; ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
- **Operational Management.** Understanding of strategic planning, finance, systems, and ability to recognize and align effective business partnerships to support each where needed; manage confidential information with discretion and care.
- **Communication.** Great empathy, listening skills, and negotiation skills. You enjoy thinking about various scenarios to benefit multiple parties and sustaining relationships; patience to hear others out and build rapport with dignity and tact; promote and demonstrate collaboration; relay information that is sufficiently detailed and promotes desired results.
- **Leadership.** Effective capacity for managing and leading people and scaling up organizations; ability to connect staff on an individual- and team-based level; capacity to impose accountability, develop and empower leaders from the bottom up; cultivate entrepreneurship and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- **Results-Oriented.** Mindset for exceeding goals; high standard for excellence and attention to detail; ability to balance the delivery of programs against the realities of a budget; provide accurate results that are well thought-out and complete; exhibit high standard for excellence and attention to detail.
- **Capacity Building.** A love of systems design; ability to effectively build organizational and staff capacity, selecting and developing highly qualified team members and the processes that ensure the organization runs smoothly
- **Action Oriented.** Strong work-ethic; ability to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.

SALARY RANGE

For the sake of clarity, we provide information about the minimum and maximum salaries we can provide at this time. Starting salary is dependent on role, experience level, and cost of living of the job location for positions where there is geographic flexibility. Based on these factors, the below salary range is subject to vary considerably. Note that salaries are expected to rise over time with increased experience, inflation, and the growth of the organization, and that for most roles there is ample opportunity for promotion. In special circumstances, LFA is willing to discuss paying above the maximum range listed below to bring on world class talent.

Minimum starting salary (assuming minimum required experience met): \$55,871

Maximum starting salary (assuming 30+ years of related experience): \$83,806

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

This position requires:

- Normal periods of sitting, standing and walking, typically in an office environment.
- Type/enter data on keyboard.
- Normal vision and hearing (with or without correction).
- Speaking one-on-one and in a group setting.

Majority of work is performed inside an office building and temperature controlled. Must be able to attend and participate in outdoor events in various weather conditions. Level of noise is usually moderately quiet.

Acknowledgements:

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirements and employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee's Signature

Date