



## Partnerships Coordinator

Reporting to the Manager of the Projects Department, the Partnerships Coordinator is responsible for connecting with corporate and nonprofit organizations to create partnerships with Random Acts. This includes creating partnership agreements between organizations as well as researching a variety of organizations.

The Random Acts Projects Department is looking for a volunteer to connect with possible corporate partner organizations. This includes researching organizations, connecting with them and assisting in writing partnership agreements.

- Research organizations for Random Acts
- Write partnership agreements
- Communicate with outside organizations
- Assist the Project Manager and Director of Programming with special requests

### RESPONSIBILITIES

- Keep the Projects Manager and Director of Programming informed of problems that jeopardize the well-being of the organization or its reputation, including any potential issues, escalating this information to the Director and Leadership Team where necessary
- Develop and maintain documentation pertaining to the Partnership agreements in place or proposed for Random Acts
- Responsible for research and QC of partnership requests, including those from external or internal sources
- Attend regular staff and departmental meetings
- Complete monthly and ad-hoc reports and budgets for Partnerships
- Any other projects or duties as requested by the Projects Manager or the Director of Programming

### DESIRED QUALIFICATIONS AND SKILLS

- Ability to work effectively with diverse groups, including staff, supporters, peers, and the public
- The ability to communicate effectively, both verbally and in writing
- Strong interpersonal skills
- The ability to manage a team
- The ability to manage tasks or projects from implementation through to completion
- Creativity, enthusiasm, and attention to detail
- Excellent organizational and time management skills, and the ability to multitask effectively
- Prefer Bachelor's or equivalent in Business or Project Management or related field
- 2-4 years of experience in Partnerships or Sponsorships