

Job Announcement

Partnership Development and Volunteer Manager

Organization Description:

The Contingent is a 501(c)(3) venture non-profit focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception we have centered the perspectives, skills and needs of communities of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon – and soon, the four corners of our country. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities*, and government agencies.

The position detailed primarily supports two of The Contingent's initiatives: Emerging Leaders (www.emergingleaderspdx.org), and Survival Is Not Enough (www.sine.org).

From mentoring to mobilizing volunteers to restructuring systems that work for some at the cost of others, we prioritize uplifting and empowering leaders to transform their communities. For more information about the initiatives of The Contingent, please visit www.thecontingent.org.

*If interested candidates would like to learn more about The Contingent's work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent's ED of Organizational Development, Kelly Bartz k.bartz@thecontingent.org for additional information.

Opportunity Summary:

The Partnership Development and Volunteer Manager reports to the Director of the Empowering Leaders Division. They are responsible for fostering relationships with partner organizations and volunteers to support The Contingent's Empowering Leaders Division, specifically the Emerging Leaders and SINE initiatives.

This role is integral to the mission of Emerging Leaders and SINE, with the opportunity to impact college students/graduates of color and/or individuals from other marginalized communities across Oregon and Southwest Washington that are ages 18-35 by helping to create access and opportunities.

Working closely with the Director, you will ensure that the operational details of recruiting and supporting partners and volunteers are covered in an organized manner. You will have the opportunity to research similar programs to identify best practices, propose metrics that will predict and ensure success, and collaborate on developing partnerships and volunteer engagement. You will provide support to our partners and volunteers to facilitate a superior experience by creating and maintaining sustainable relationships to continually impact the growth of the Empowering Leaders Division. This includes providing professional and thorough communication with entities and individuals that represent community-based organizations, businesses, government entities, higher education, and other key stakeholders.

The Partnership Development and Volunteer Manager will also work with our data analyst and evaluate program material and technology tools. This leader will partner with the Empowering Leaders team to engage partners and volunteers to create intentional support for sustainable impact through collaboration. The ideal candidate is organized, detail oriented, adaptable, and takes initiative. This leader is a strong problem solver, proficient communicator, excels in follow-up, and builds relationships effectively.

Duties & Responsibilities:

PARTNERSHIPS

- Support with building and managing strong relationships with partners for the Empowering Leaders Division (specifically the Emerging Leaders and SINE initiatives)
- Attend community events and meetings to continually promote awareness and support work
- Research and identify valuable relationships within organizations and companies that support professional development among communities of color and other marginalized communities
- Collaborate with applicable programs focused on cultural competency, diversity, and inclusion that align with work
- Present on program and professional development topics to potential or existing partners to help secure or grow relationships and increase their knowledge of subject matter
- Plan and implement events geared towards supporting and engaging current and potential partners
- Provide administrative support on funding efforts, i.e., grant writing, sponsorships, corporate partnerships, and other donor engagement
- Support company partners with registration process related to participating in Emerging Leaders Internship program including using online platform
- Collaborate with data analyst to analyze reports that give insight into patterns and trends in partner and volunteer engagement to support continuous improvement
- Provide input into designing and identifying resources and tools that support partners
- Other duties as assigned by Director

VOLUNTEER SUPPORT

- Lead the recruitment and training of volunteers, including mentors, guest speakers and other individuals based on needs
- Screen, train, match, and monitor mentors to contribute to engagement and ensure successful mentoring relationships
- Identify culturally specific resources and materials to provide volunteers for ongoing learning and development opportunities
- Ensure all necessary information is captured in the CRM (Customer Relations Management) and the number of complete apps is maximized
- Respond to inquiries about volunteer interest in partnership with Community Experience (CX) team
- Plan and implement events geared towards supporting and engaging current and potential volunteers
- Regularly conduct program analysis and evaluate effectiveness of resources and tools for volunteers
- Other duties as assigned by Director

SUCCESS METRICS

- This is a new position and will be evaluated after one year based on the following metrics:
 - Contribute to reaching 100 SINE Mentor applications and 10-15 new Backers

- Over 70% of volunteers and partners indicate they are satisfied with their experience
- Increase ELI (Emerging Leaders Internship) Company Partners for 2023; retaining at least 60% of previous company partners
- Independently identify prospective program partners
- Lead program volunteer recruitment and support efforts

Knowledge, Skills, and Abilities**:

- Associates degree or higher is required
- This role is ideal for someone with at least 3-5 years of work experience
- Excellent organizational and prioritization skills
- Effective communicator with strong written, verbal, and public speaking skills
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook), experience with SharePoint and Microsoft Teams is preferred
- Proficient in Asana or other task and project management software is preferred
- Experience working with Microsoft Dynamics 365, or another CRM (Customer Relations Management) platform is preferred
- Experience in successfully working with a diverse group of constituents
- Demonstrates cultural intelligence, intentional listening skills, respect, and appreciation for diverse groups of people who represent the range of ethnic, cultural, and socio-economic backgrounds throughout Oregon and SW Washington
- The role is highly administrative and requires a candidate with attention to detail, energy for documentation and coordination, and warmth for engaging partners and potential volunteers
- Demonstrates strong data management skills; excellent ability to research, enter, track, analyze, interpret data, and provide solutions and recommendations based on insight

Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child, Survival Is Not Enough (SINE), and Emerging Leaders
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, and socio-economic backgrounds throughout Oregon
- Deep commitment to increasing the diversity of leadership around the state of Oregon and SW Washington
- Continual growth mindset to develop and improve existing processes to enhance program efficiencies
- Ability to articulate a position on the importance of the faith community engaging under-represented children, youth, and families
- Adaptable to changing situations and processes
- Flexible and receptive to constructive feedback
- Self-motivated leader that takes initiative

Employment Terms, Accountability, and Compensation:

- Competitive salary, commensurate with prior experience (\$45,000 to \$55,000K)

- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers.
- Due to our growth, we have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9 - 3 pm PST
- This position will require some evenings and occasional weekends
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee and partially for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave, flexible work environment
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another and to the people of Oregon. Starting on October 1, 2021, *The Contingent requires all employees to be fully vaccinated.*
- Legally eligible to work in the United States

Anticipated Start Date:

November 15, 2022

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest
2. Resume
3. Three references including:
 - o First and Last name
 - o Role
 - o A brief description of their relationship to you
 - o Contact Information (email + phone number where they may be reached)

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled. Application materials should be emailed with a subject line containing **"Partnership Development and Volunteer Manager"** to hiring@thecontingent.org

******"Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles."***

All employment at The Contingent is "at will" and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.

Equal Opportunity Employer