JOB ANNOUNCEMENT: MANAGER OF STRATEGIES & PARTNERSHIPS

JOBS TITLE: Manager of Strategies and Partnerships
REPORTS TO: CEO and Director of Grants and Operations
TIME OF WORK: Full-time
CLASSIFICATION: Salaried, Exempt from Fair Labor Standards Act
LOCATION: On the Colorado Plateau

POSITION SUMMARY
The Manager of Strategies and Partnerships works collaboratively as an active partner to achieve the Foundation’s vision where the philanthropic community is committed to supporting Native-led organizations creating movements and momentum in their communities. The Manager of Strategies and Partnerships works with the CEO and other staff to ensure that the Foundation’s programs and organizational activities align with its mission, vision, strategic plan, and values. This position is part of the senior leadership team with the CEO and the Director of Grants and Operations and is nested within a highly collaborative and matrixed team.

This position will implement Colorado Plateau Foundation’s strategic direction for outreach initiatives and elements of program strategy, informed by sound research and community values. The position cross-collaborates between programs, which includes duties that support outreach and communications, as well as fundraising. This position will emphasize internal and external data collection and research, including dissemination of that research to staff, grantees, funders, and other external partners. In addition, this team member will partner with all staff to elevate CPF’s presence and authority through storytelling and illuminating the situational and circumstantial contexts of Native communities on the Colorado Plateau.

The ideal candidate must be someone who takes the initiative, invests in building and maintaining relationships, and possesses excellent judgment and confidence. The position also requires the highest quality interpersonal and written communication skills.
ESSENTIAL DUTIES AND RESPONSIBILITIES
This position creates and maintains essential connections with stakeholders, including the CPF team, grantees, funders, governmental agencies, and relevant NGOs. The Manager of Strategies and Partnerships will be a vital representative of the organization for initiating external partnerships to leverage the influence and effect of CPF grantmaking and public education.

Activities include, but are not limited to:
- General Strategic Direction
- Outreach and Education Program Management
- Collaboration with Grantmaking Program
- Fundraising Support
- Administration and Special Projects
- Other duties, as assigned

**General Strategic Direction (30%)**
- Works closely with the CEO, Program Officer, and Communications and Outreach Manager as a thought partner to ensure that the Foundation’s programs are aligned with its mission, vision, strategic plan, and values;
- Utilizing research and analysis, provides authoritative social, political, economic, and cultural outlooks that guide the Foundation’s strategies;
- Works to assure that the Foundation is viewed as a purposeful philanthropist and active partner on the Colorado Plateau;
- Manages external partnerships and educational opportunities which contribute to the Foundation’s vision, mission, goals and focus areas;
- Provides strategic direction for outreach and education, including identifying pertinent and effectual engagement opportunities with relevant partners;
- Other duties as requested or assigned.

**Outreach and Education Program Management (40%)**
- Is professionally involved in the field of philanthropy by participating in events, seminars and conferences in the local community and in the regional, state, and national nonprofit and philanthropic sectors that are designed to strengthen and promote the field and the Foundation;
- Manages program planning and strategy for external partnerships and education;
- Serves as an additional public contact and presenter for engagements related to long-term, high level, or issue-specific topics and works to coordinate CPF involvement in external engagement;
- Assists the Communications and Outreach Manager with projects and activities such as reports, videos, newsletters, blogs, and email blasts, including adhering to CPF communications guidelines and supporting CPFs branding efforts;
- Supports the Communications and Outreach Manager in upgrading and managing the website with relevant content from external research and grantee data;
- Works with the CEO to provide the Board of Directors and Board committees with research and data as needed;
- Leverages existing research and provides new data for outreach purposes such as podcasts, interviews, articles, presentations, community/grantee events, conferences, talking points, and memos. Authoring blogs, as requested by Communications and Outreach Manager, creating research papers, policy briefs, and other communications materials for external (e.g., the public, grantees, partners) and internal audiences (e.g., CPF staff and Board);
• Stays up to date with current affairs and briefs CPF staff members on areas related to policy (federal, tribal, state), current events/trends, philanthropy, and other critical information about the Colorado Plateau;
• Provides recommendations and direction to CPF staff around engaging with external partners on law and policy issues relevant to the Colorado Plateau, such as sign-on letters, policy briefings, and working groups;
• Provides an active presence at community events, grantee events, various engagements in the community, and on committees and non-grantee boards;
• Travels to grantee and partner events, conferences, workshops, and other events to learn about special topics and build research capacity;
• Integrates cross programmatically and provides a broader perspective to communications efforts.

Collaboration with Grantmaking Program (20%)
• Builds and nurtures relationships and partnerships with community stakeholders, including those in grantee communities;
• Partners with CPF’s Program Officer to build and deepen relationships with current and potential grantees, allies, and partners;
• Works with CPF staff to plan and implement an annual grantee Learning Community conference and other direct support to grantees;
• Works with the Program Officer to develop new or temporary grant programs and grantee capacity building initiatives;
• Serves as a thought partner to the Program Officer in grantmaking program strategies and planning.

Fundraising Integration (5%)
• Provides contextual research for grant proposals and reports, from both internal and external sources;
• Researches contextual data (e.g., women’s and girls’ issues, diversity and equity in the field, water policy etc.) and provides relevant data concisely for fundraising purposes; and
• Gathers data to support the fundraising team in assessing funding gaps in the field and in grantee communities.

Special Projects and Administration (5%)
• Completes administrative tasks relevant to organizational, program, and project work e.g., emailing, meetings, scheduling, document creation and review;
• Assists the team in increasing Board engagement;
• Supports CPF policy creation and implementation; and
• Other related duties as assigned.

Results and Outputs Expected:
• Serve as a vital strategic thinking partner to ensure that the Foundation’s programs and organizational activities are fully aligned with its mission, vision and values;
• Produce innovative ideas to reach our organizational objectives;
• Build and deepen relationships with current grantees resulting in more strategic partnerships impacting CPF’s goals;
• Assess and improve CPF’s systems and practices to be more effective and efficient;
• Assist program budget development and provide budget monitoring oversight;
• Assure that work planning is proactive and forward-looking;
• Communicate regularly with colleagues about key issues;
• Work independently, effectively prioritize tasks, and have flexibility to adjust when circumstances require; and
• Work effectively with all staff.

**Behaviors Expected for Success:**
• Committed to our mission and vision;
• Positive outlook and attitude and the ability to work effectively under pressure;
• Highly collaborative style and experience developing and implementing work plans;
• Committed to a problem-solving approach;
• Timely and professional in all interactions;
• Treat others with dignity and respect;
• Demonstrate initiative;
• Ability to work independently;
• Communicate unmet needs for achieving work goals;
• Provide thoughtful and timely feedback to colleagues; and
• Protect confidences of funders, donors, grantees and CPF.

This job description is meant as a general guide to the position and may not be inclusive of all responsibilities, expectations, and conditions that arise during employment. All staff are also responsible for other duties as assigned.

**CANDIDATE PROFILE**
We are committed to recruiting candidates of color and diverse gender expressions. We are seeking an individual who is:
• Committed to our work and Native communities on the Colorado Plateau
• Well-organized and a self-starter who likes to take the initiative.
• Is curious and seeking opportunities to grow and expand their knowledge and skills with a growing organization
• Skilled at managing multiple projects with attention to detail and deadlines
• Comfortable in working in a fast-paced environment and able to adapt to changes

**QUALIFICATIONS & SKILLS**
**Successful candidates:** The candidate possess openness to and interest in working in a multicultural environment that respects and values diversity among staff, board, clients, and other relationships.
• Someone who lives where we serve and/or is from one of the Colorado Plateau’s Native communities.
• Outstanding written, oral, and interpersonal communication skills.
• Commitment to professionalism.
• Independent initiative and ability to self-manage workflow and activities.
• Upbeat, collaborative work style.
• Demonstrated ability to manage multiple projects simultaneously.
• Demonstrated ability to manage time, workload, and stress in a very fast-paced and multi-tasking environment.
• Excellent skills in document production and appearance, including high-level proofreading skills.
• Demonstrated ability to use Google docs, MS Office, including PowerPoint, Excel, and Word and is competent with mastering multiple information technologies, e.g., data and knowledge management systems.
• A minimum of five years of relevant professional experience.
• Successful experience managing multiple projects, programs, or initiative

KEY NOTES
CPF provides health, dental, vision, life insurance, disability insurance, and contributions to a 401K. CPF also provides paid time off, paid sick leave, paid holidays, and flexible cultural leave days.

Colorado Plateau Foundation is an equal opportunity employer. We strongly encourage applications from women, people of color, bilingual and bicultural individuals, and members of the lesbian, gay, bisexual, and transgender communities. CPF will not discriminate against an applicant because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions.

For applicants with disabilities, CPF will make reasonable accommodations so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

APPLICATION INSTRUCTIONS
Email a resume, cover letter, and a list of 3 references to Operations and Programming Manager Emily Fredrickson at: efredrickson@coloradoplateaufoundation.org

The application deadline is May 15th, 2023; however, if you are interested in the role, please submit your application ASAP. Finalist candidates can expect to complete a criminal background check.