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| **Job Title:** | Director of Partnership |
| **Reports to:** | V.P. Finance |
| **Term Requirement:** | One Year |

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| Overview |
| This position builds & maintains partnerships with sponsors, in-kind partners, other Nebraska associations and ATD chapters. Performance in this position is measured by the ability to reach out to potential sponsors/partners, maintain relationships with existing partners/sponsors, and ensure timely fulfillment of sponsorship agreements.  |
| Job Description |
| **Critical Success Factors*** Outreach to potential partners/sponsors
* Manage relationships with existing and potential sponsors:
	+ Serve as the primary contact for all communications and coordination
	+ Review all communications related to sponsors and advertises (newsletter, social media, chapter meetings)
* Establish a Partnership committee to assist with partnership outreach efforts
	+ Onboard new committee members (share by-laws, marketing plan, social media plan, etc.)
	+ Delegate various responsibilities to the committee with regards to sponsorships, advertisements, and other areas or priorities posed by Board members
* Liaise with the Partnerships committee and Board to create and implement policies, guidelines, advertisements and various strategies to recognize and promote the value of partnering with our chapter
* Consult with the VP Programming, Directors and SIG Leaders on securing sponsorship (e.g., funding and venue) for chapter and SIG events
* Ensure communication with the community through an active sponsorship program.
* Keep the Board of Directors informed of significant developments, trends and problems.

**SPECIAL CONDITIONS/JOB SKILLS*** Strong communication skills, including writing and editing.
* Ability to reach out to potential sponsors and communicate the benefits of a partnership.
* Ability to plan, make decisions and work with deadlines.
* Time commitment of approximately 8-10 hours per month.

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| **Job duties/tasks**  | **Frequency** | **Due Date** |
| Reach out to potential partners | As needed | As needed |
| Send an email with partners to communication team 1 month prior to when adverts need to be published | Monthly | 1st of the prior month |
| Write newsletter article  | 3x a year | As defined |
| Follow up with existing partners to ensure satisfaction and to see if there are any metrics | As needed | As needed |
| Attend monthly Board meetings | Once a Quarter |  |
| Attend Board Retreats | Twice a Year |  |
| Prepare Monthly Board report summary for the VP of Finance | Monthly |  |
| Other duties as assigned |  |  |

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| Reviewed By: |  | Date: |  |
| Approved By: |  | Date: |  |
| Last Updated By: |  | Date/Time: |  |