



Strategic Partnerships Coordinator

Title:	Strategic Partnerships Coordinator
Reports to:	Sr. Director of Strategic Partnerships
Classification:	Regular Full-Time, Non-Exempt
Travel:	Less than 5%

JOB DESCRIPTION

Summary/Objective:

The Strategic Partnership Coordinator will join the Corporate Partnership team to play a pivotal role in fostering and managing partnerships. This position will collaborate with internal teams, maintain relationships with existing and potential partners, and contribute to strategic growth of corporate donors to support NBCF's mission of "Helping Women Now".

Essential Functions:

- Assist the Strategic Partnership Team in driving partnership and business development strategies to increase breast cancer services provided to women and their families.
- Proactively oversee a portfolio of national and regional emerging companies by providing exceptional, solution-oriented customer service.
- Provide prospecting support by identifying potential partners and assessing their alignment with organizational goals.
- Ensure accurate record-keeping in Salesforce to facilitate efficient relationship management. This includes tracking emails, visits, contract administration, campaign support, donation payments, and other essential business activities.
- Perform regular assessment, analysis, and reporting of current campaign activities with partners.
- Collaborate with internal stakeholders to enhance the overall corporate donor experience keeping us in line with best practices across the industry.
- Work closely with internal teams to support the mission and organizational goals, especially for specific partner initiatives and events; limited travel domestically as needed to support partner initiatives.

Competencies Required:

Communication	Skilled at communicating up, down, sideways, all around...expresses oneself clearly with written, oral, and interpersonal communication.
Problem Solving	Uses logic, with the end result in mind, to tackle a problem swiftly and come up with a plan to solve it.
Initiative	Identifies what needs to be done before being asked or before the situation requires it.
Results Oriented	Sets challenging goals, understands what resources need to be involved to achieve results, and meets or exceeds goals.
Team Player	Offers support for others' ideas and proposals; seeks opportunities to serve and jump in when needed; gives honest and constructive feedback.

Job Skill	Demonstrates depth of a knowledge and skill in a technical area related to their job.
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Qualifications:

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- One to two years of experience in relationship management, business development, sales, or communications
- Business degree with focus on sales, business development, or communications preferred
- Excellent written and verbal communication skills
- Strong interpersonal skills; ability to maintain positive relationships with a variety of personalities
- Proficient in Microsoft Office Suite
- Detail oriented with the ability to efficiently enter precise and correct data
- Creative, flexible, and innovative team player
- Experience with CRM (Salesforce) preferred
- Non-profit experience, volunteering, or strong community involvement a plus

Physical Demands and Work Environment:

- Regular and consistent attendance in company home office
- Domestic travel less than 5%
- Frequently required to sit, stand, and walk
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually required to utilize hand and finger dexterity
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items less than 25 pounds

To apply please send cover letter and resume to HR@nbcf.org