



Partnerships Coordinator

Title:	Partnerships Coordinator
Reports to:	Director of Strategic Partnerships
Classification:	Regular Full-Time, Exempt
Travel:	Less than 5%
Last Revised:	January 2022

JOB DESCRIPTION

Summary/Objective:

The Partnerships Coordinator supports the development team and advances NBCF's mission by actively managing high quality relationships with donors, fundraisers, and corporate partners. By nurturing existing accounts, the Partnerships Coordinator will grow and develop revenue in support of organizational goals. This position will maintain a consistent, positive experience for donors at every touch point, focusing on building strong, mutually beneficial relationships with others.

Essential Functions:

- Comprehensively manages a portfolio of accounts in the eastern territory of the US, providing for the needs of donors through excellent solutions-focused customer service and collaborating with others internally to elevate the donor experience
- Nurtures existing donor relationships with the intention of growing account portfolio and meeting revenue goals at the individual and organizational level
- Responds to inbound leads and inquiries from potential donors and builds relationship towards mission profitability
- Organizes and maintains accurate records in SalesForce through detailed data entry to support efficient and complete relationship management, including tracking revenue generation, retention, visits and touchpoints, contract administration, campaign support, fundraising registration, donation payments, and other key business activity and reporting requirements
- Collaborates with other departments internally to support the mission and organizational goals, particularly on special projects and events as needed
- Supports and attends local events, fundraisers, and check presentations; Limited travel domestically as needed to support partner relationships

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.

Qualifications:

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- Two years of experience in relationship management, business development, sales, or communications
- Business degree with focus on sales, business development, or communications preferred
- Proficient in Microsoft Office Suite
- Excellent written and verbal communication skills
- Strong interpersonal skills; Ability to maintain positive relationships with a variety of personalities
- Detail oriented with efficient and precise data entry
- 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

Allocation %

Programs: 40%

Administration: 0%

Fundraising: 60%