



PWA

PORTLAND WORKFORCE ALLIANCE

PORTLANDWORKFORCEALLIANCE.ORG

P.O. BOX 14337

PORTLAND, OR 97293

Partnerships Director

Portland Workforce Alliance

Posted: June 14, 2021

Closed: When filled

MISSION OF PORTLAND WORKFORCE ALLIANCE

The nonprofit PWA is a coalition of business, labor, high schools and postsecondary institutions. PWA works with local employers and educators to create real-world learning experiences that teach students about career opportunities and help them see how today's educational choices can open doors to great jobs. We welcome all students, with extra outreach to higher-poverty and marginalized communities. Our mission is to improve Oregon's graduation rate; support college-and-career readiness; build a strong and diverse workforce; and help regional employers develop their pipeline of talent. PWA sees meaningful access to career development as a matter of social and economic justice, and young people as the key to our region's long-term economic prosperity and quality of life.

JOB DESCRIPTION

Our independent nonprofit is looking for a motivated individual to join our team and help us build and sustain partnerships with businesses, K-12 districts and postsecondary institutions. The successful candidate is a mission-driven leader who has experience with partnership development, program management and strategic communications. The successful candidate also has a deep understanding of Oregon schools, major industries and workforce needs. Applicants for this job must have exceptional writing skills, experience maintaining relationships with multiple employers or schools, deep integrity, and demonstrated experience raising new revenue for an organization or business. The ideal candidate has experience writing grants and using Salesforce or other customer management tools. The ideal candidate also has experience serving a diverse student population and building a diverse network of caring volunteers. This position will supervise the Communications & Program Coordinator.

PRIMARY RESPONSIBILITIES

- Work in collaboration with the Executive Director to recruit and sustain business and industry partners to provide career-learning experiences (these include career days, mentorships, career-readiness workshops and classroom presentations).
- Work in collaboration with the Executive Director to recruit and sustain sponsors and exhibitors for the annual NW Youth Careers Expo (exhibitors include businesses, industries, higher education and apprenticeship training programs).
- Work in collaboration with the PWA team to support contract partnerships with school districts through excellent program work and timely communications.
- Help PWA meet its program goals to serve a diverse student population, support a diverse volunteer base, and develop meaningful career-learning experiences that are valuable to students, schools and employers.

- Maintain, recruit and track business and industry partners to support PWA's financial health and volunteer base.
- Develop and execute a strategy for individual giving to PWA.
- Pursue grant opportunities through excellent program development.
- Work in collaboration with the Executive Director and Communications & Program Coordinator to create and execute an effective communications strategy. This includes a monthly e-newsletter and all communication directed at our volunteers and our business, industry and education partners. This also includes any marketing collateral and our online presence, such as our website content and all social media platforms.

QUALIFICATIONS

- Bachelor's or associate's degree
- 2-5 years of program management or partnership work at a company or nonprofit
- 2-3 years of communications/writing experience
- 2-3 years of development/fundraising work, including grant writing
- Exceptional interpersonal communication skills, and positive and helpful demeanor
- Experience using Google Suite and Microsoft Office on a daily basis
- Experience with event and program marketing via a variety of social media platforms
- Ability to multi-task and manage deadlines through superior organizational skills
- Cultural agility and experience interacting with diverse groups
- Commitment to provide excellent service to educators, employers and students

PREFERRED SKILLS/EXPERIENCE

- Experience managing others
- Working knowledge of CRM software (i.e. Salesforce), Mailchimp, Adobe Creative Suite

HOURS, PAY AND BENEFITS

Full-time exempt.

Salary: \$65,000 to \$72,000 DOE

Competitive benefits package includes employer-subsidized health insurance, short-term disability coverage, life insurance, paid holidays, sick time and earned vacation. Schedules may be flexible in support of work-life balance.

WORKING CONDITIONS

This position will be a mix of office and remote work. At times it will be necessary to travel to program events and employer sites in the Portland Metro area. Reliable transportation needed.

HOW TO APPLY

Send a cover letter and resume to jobs@portlandworkforcealliance.org. Please use the cover letter to specify why you are interested, what skills you would bring to the organization, and at least three specific examples of how you have helped an organization grow or improve through effective partnership development, program management, or strategic communications.

Note: As an equal opportunity employer, PWA is committed to a diverse and inclusive work environment. PWA does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. All employees of PWA undergo a criminal background check in alignment with our K-12 district partner requirements.