



**PWA**

PORTLAND WORKFORCE ALLIANCE

PORTLANDWORKFORCEALLIANCE.ORG

P.O. BOX 14337

PORTLAND, OR 97293

## Partnerships Director

Portland Workforce Alliance

Posted: Aug 22, 2022

Closed: When filled

### ABOUT THE PORTLAND WORKFORCE ALLIANCE

The nonprofit 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. PWA works with local employers and educators to create experiences that help students develop their career aspirations, practice career skills, connect with industry professionals and work toward their college-and-career goals. We welcome all students, with extra outreach to higher-poverty and marginalized communities. PWA's mission is to build enduring partnerships that improve Oregon's graduation rate; support career readiness; create a strong and inclusive workforce; and help regional employers develop their pipelines of talent.

### JOB DESCRIPTION AND OVERVIEW

PWA is seeking a partnerships director who believes in the value of young people and the power of community-based career exploration. We are looking for a mission-driven, entrepreneurial team player who can help PWA build and sustain partnerships with businesses, K-12 districts and postsecondary institutions; and help PWA serve students from underrepresented and marginalized communities through meaningful career-learning experiences. The successful candidate has exceptional writing skills, deep integrity, experience building relationships and programs with multiple employers or schools, and experience raising new revenue for an organization or business. This position will supervise other team members for specific projects and initiatives.

### PRIMARY RESPONSIBILITIES

- Develop and sustain PWA's partnerships with employers, education and foundations, in collaboration with the Executive Director; work across all industries and sectors to develop and facilitate career-learning experiences for high school students.
- Recruit and sustain business and industry partners to provide career-learning experiences, as well as sponsorships and exhibitors for the annual NW Youth Careers Expo.
- Lead and execute PWA's strategy for grants and individual giving; identify and pursue prospective funding opportunities in support of PWA's financial sustainability.
- Support contract partnerships with school districts through excellent program work and timely communications.
- Work in collaboration with the team and Board of Directors to meet 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.

### SECONDARY RESPONSIBILITIES

- Participate in professional development that builds individual and collective capacity and that supports PWA's equity goals.

- Contribute to the development and execution of an effective communications strategy. This includes all partner communications, marketing collateral and PWA's online presence.
- Support effective contact management, data/impact tracking and program sustainability.

## **QUALIFICATIONS**

### *Minimum requirements:*

- Bachelor's or Associate's degree, or at least four years of relevant experience in education or workforce development
- 3 years of program management or partnership work
- Excellent written communication skills
- Experience using Google Suite and Microsoft Office on a daily basis; proficient with spreadsheets and other program/partner management tools

### *Essential knowledge, skills and abilities:*

- Exceptional interpersonal communication skills; positive and helpful demeanor
- Cultural agility and experience interacting with people from diverse backgrounds
- Ability to multitask and manage deadlines through superior organizational skills
- A demonstrated commitment to diversity, equity and inclusion
- Entrepreneurial mindset; commitment to serve educators, employers and students

### *Preferred skills or experience:*

- 2-3+ years of meaningful experience with grant writing, fundraising or events management
- 3-5+ years of program management experience
- Familiarity with workforce needs and education landscape in the Portland metro area
- Experience managing volunteers/staff and working effectively with students
- Competence with tools such as CRM software, WordPress, Mailchimp, SignUp Genius and/or Adobe Creative Suite

## **HOURS, PAY AND BENEFITS**

Full-time exempt.

Salary: \$70,000 to \$75,000 DOE

Reports to: Executive Director.

Competitive benefits package includes SIMPLE IRA with 3% employer match, 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. All employees are required to undergo a criminal background check in alignment with our partner requirements.

## **HOW TO APPLY**

Send a cover letter and resume to [jobs@portlandworkforcealliance.org](mailto:jobs@portlandworkforcealliance.org). Please use your cover letter to specify 1) why you are interested, 2) what skills you would bring to the organization, 3) how you can further our commitment to equity, and 4) how you have helped an organization grow or improve. In addition, please specify whether you are seeking a full-time role or are interested in a modified schedule (for example, a 0.8 FTE schedule during the summer months). The position is open until filled.

*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.*