

## JOB DESCRIPTION

**JOB TITLE:** Partnerships Coordinator      **REPORTS TO:** Director of Programs & Strategic Partnerships

**STATUS:** Part-Time– Plano, Texas/Hybrid

**FLSA:** Part -Time

**JOB PURPOSE:** The Partnerships Coordinator supports the planning, coordination, and successful execution of NCL, Inc. philanthropy, program and business partnerships. This role plays a key part in cultivating, strengthening, and activating relationships with external partners to advance the organization's strategic goals. Responsibilities include managing communications, coordinating cross-functional projects and tracking performance to ensure effective, mutually beneficial collaborations.

### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

- High school diploma required, college degree preferred
- Experience working in a non-profit environment preferred
- Desired work experience in relationship management or relevant position
- Proficient in communication skills and presentation capability

*An equivalent combination of education and experience may be considered if applicable and must be directly related to the functions and body of knowledge required to successfully perform the job.*

### **JOB KNOWLEDGE SKILLS, AND ABILITIES:**

- Outstanding written and verbal communication skills
- Comfortable speaking with decision-makers and community stakeholders as a representative of the organization
- Effective time management and prioritization skills, especially under competing project deadlines
- Demonstrates strong leadership capabilities including problem solving skills
- Ability to handle confidential information with discretion
- Ability to understand and implement a designated strategy
- Proficiency with Microsoft Office Suite, Google Suite
- Proficiency with a variety of multimedia platforms
- Experience with developing and maintaining business relationships
- Ability to effectively manage multiple priorities
- Professional Zoom, telephone and email correspondence skills, and ability to direct inquiries and get details and accurate information
- Demonstrated ability to work in a collaborative team environment and engage a variety of key stakeholders including volunteer teams
- Demonstrated project management skills
- Strong relationship building skills, internally and externally including program partners
- High attention to details and deadlines

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Cultivate and maintain existing partner relationships while identifying new opportunities aligned with the organization's mission, vision, and values
- Monitor partnership inquiries and ensure timely, professional responses
- Manage and administer the partner contract process from initiation through execution
- Collaborate cross-functionally with volunteers and staff to advance organizational goals and mission impact

## Partnerships Coordinator

- Support chapter leaders by delivering educational sessions, training resources, partnership materials, and hands-on programming
- Serve as staff partner with the Partnership Committee
- Contribute to the development and continuous improvement of tools for national philanthropy and core programs
- Assist in the planning and execution of the National Day of Service
- Oversee partner engagement and activities at onsite convenings (e.g., Annual Conference, Summit)
- Assist with facilitation of collaborative roundtable discussions with key philanthropy and program stakeholders
- Support the coordination and production of annual impact reports
- Gather and analyze feedback to assess partnership effectiveness in collaboration with the Program Evaluation Committee

### **PHYSICAL DEMANDS:**

The physical demands described below represent those required to perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.

Bending	Crouching	Kneeling	Standing
Carrying	✓ Feeling	Lifting	✓ Talking
Climbing	✓ Hearing	Pushing/Pulling	✓ Visual Acuity
Crawling	✓ Keyboard Use	✓ Sitting	✓ Walking
Other: <i>This position is in an office setting and is mostly sedentary.</i>			

**Please note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.