

## Job Description

<b>Job Title</b>	Partnerships Manager	<b>FLSA Status</b>	Non-Exempt
<b>Reports To</b>	Executive Director, Business Development and Marketing	<b>Supervisor Role</b>	No
<b>Department</b>	Business Development	<b>Effective Date</b>	2/15/2024

### Summary of Position

The Partnerships Manager is a critical member of The HAP Foundation's team, as a key person for supporting the organization's business development and client fundraising success. This position requires a comprehensive understanding of all aspects of business development and marketing, including relationship management and client communications. As a key HAP team member, the Partnerships Manager will be responsible for researching, developing, and applying for grant opportunities, corporate partnerships research, and solicitation of new consulting business.

The Partnerships Manager must be committed to promoting the Foundation's values and programs and consistently behave in a way that promotes knowledge, business, and growth. Collaboration with business development clients is crucial in achieving the common goal of revenue growth, and the Partnerships Manager will work closely with them to foster a respectful and collaborative relationship. Additionally, the Partnerships Manager will facilitate HAP client needs by aligning internal resources to support client work and achieve the clients' goals.

Overall, this position requires a highly skilled professional experienced in business development, grant writing, and communications. The ideal candidate will be passionate about achieving the Foundation's revenue goals and will demonstrate a robust track record of success.

### Essential Duties and Responsibilities

- Build and manage grant and corporate prospects for client relationships.
- Research, draft, and manage multi-state grant opportunities for national clients
- Support and coach clients nationally in development of relationships with topically relevant grant funders
- Facilitate HAP client project management working with necessary teams within the scope of the client agreement.
- Proactively engage key allies into a carefully planned program of cultivation, solicitation, and stewardship for client fundraising success.
- Identify and research potential new clients and funding sources and build strong relationships with them through strategic engagement and stewardship.
- Share the Foundation's vision and mission with business development prospects.
- Ensure appropriate client stewardship, including acknowledgment, recognition, and sharing impact. Coordinate with Finance to ensure contracts are booked and documented appropriately.
- Collaborate with other departments and teams within the organization, such as marketing and communications, to ensure consistent messaging and branding across all materials and channels.
- Create and manage correspondence with external partners.
- Ensure materials are up to date.
- Perform any other duties as assigned or required for the performance of this position.

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### Skills and Abilities

- Demonstrated experience orchestrating, soliciting, and closing grants and demonstrated success in advancing a mission through philanthropy.
- Strong organizational skills and genuine commitment to the organization and its mission.
- Detail oriented and team player with problem solving skills.
- Excellent written communication skills and ability to function independently and manage own time and work tasks.
- Ability to earn trust and confidence, to collaborate effectively with and to engage allies including executives, boards, and clinicians to advance philanthropy on behalf of HAP clients.
- Superior interpersonal, communications, presentation and listening skills.
- Outstanding relationship builder who prioritizes strong and genuine connections.

### Education, Experience & Certifications

- Bachelor's degree in business, project management, marketing, or related field required.
- Business development, corporate partnerships, and grant writing knowledge required.
- 3-6 years of previous job-related experience. Three years' experience as a professional within a client or donor facing role with demonstrated achievement in systematic and measured success preferred.
- Valid driver's license and auto insurance required.

### Work Environment and Physical Requirements

- Operates in a professional office environment and routinely uses standard office equipment.
- Occasional travel to off-site meetings and other work locations.
- Frequently standing, walking, bending, crouching, and reaching with hands and arms.
- Occasional lifting and moving up to 20 pounds.

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. Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

**Employee Signature**

**Date**

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**EEO Statement:** The HAP Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

*Please apply by sending your resume to Kathy Gibbs, Senior Director, Constituent Relations and Human Resources, at [kgibbs@thehapfoundation.org](mailto:kgibbs@thehapfoundation.org).*