



## **Director of Partner Engagement**

Updated 2/18/21

### **Position Summary**

Social Venture Partners Denver ([SVP Denver](#)) creates, convenes and activates engaged philanthropists who are looking for an opportunity to deepen their engagement and strengthen the effectiveness of nonprofits and social ventures in the Denver community. We call them our “Partners” and they consist of foundations, businesses and individuals who are interested in using their financial and professional capital to combine pro-bono skills based consulting with impact investment funds in order to have an impact.

The SVP Denver Director of Partner Engagement is an imperative role for SVP Denver as you will manage our most important relationships. Not only are you responsible for the engagement of our partners but you will act as a steward of our mission and engage across several stakeholders in our community.

We are looking for someone with experience building community and facilitating high impact programming. To make a deep, sustainable and positive impact on our community, SVP Denver believes in engaging and learning, connecting and collaborating, inclusivity and respect, as well as taking risks to grow. These values will be considered in hiring.

### **Essential Functions**

#### *Program Development and Project Management*

- Take responsibility for end-to-end capacity building (pro-bono consulting) program development including program definition, selection, execution and measurement.
- Oversee, co-create and facilitate cohort programming where a group of 4-6 nonprofit Investees are assigned a Partner-coach and go through an 8-12 week capacity building process.
- Help project teams develop project scopes that are SMART (specific, measurable, attainable, relevant and time-based) and manage a program scoping and selection process.

#### *Nonprofit/Investee Development*

- Develop relationships in the community and Identify target nonprofit Investees who could benefit from SVP Denver support.
- Meet with potential nonprofit Investees and assess if they are a good fit.
- Educate potential nonprofit Investees on the process and what to expect out of an engagement.
- Maintain a pipeline of potential nonprofit Investees for future projects.

### *Partner Membership and Engagement*

- Act as a Partner “conierge” to learn about Partner skill-sets and philanthropic and volunteer interests. Match Partners to projects that fit these needs. Ensure Partners are engaged in a way that is meaningful to them.
- Form teams with the skills necessary to complete projects and involve Partner-members who want to be involved in a learning capacity.
- Act as the overall program manager, keeping an eye on all projects and clearing roadblocks when necessary.
- Ensure that teams are completing their deliverables and help teams limit scope creep.
- Ensure our Partners and programs are structured as co-learning opportunities and develop ways to learn from each experience.
- Support development and execution of programs in partnership with key strategic partners (businesses, foundations, etc.).
- Support prospecting, recruitment and onboarding of new Partner-members

### *Community Building*

- Work with ED to develop a strategic plan for how to build and enhance the SVP Denver Partner and Investee community.
- Assist with event design, planning (including developing event marketing + communications) and logistics.

### *Operational Support*

- Utilize Salesforce to add/update records and reports.
- Assist with website and social media updates.
- Maintain/update knowledge repository in Google Drive.
- Other duties as assigned by the SVP Denver executive director and board of directors.
- Develop presentations and content for internal and external consumption.

### **Required Qualifications**

- Demonstrated experience in areas outlined in essential functions.
- 5+ years experience facilitating online or in person meetings.
- 5+ years in a client management or customer-facing role.
- Strong project management and writing skills.
- Excellent communication skills and a high level of detail orientation required. Must be able to establish and maintain effective working relationships with all Partner-members, investees and the board of directors.
- Adept at learning/using software. PC literate with strong MS Office (Word, Powerpoint and Excel) skills; working knowledge of Salesforce, WordPress and Google Drive/Email.
- Ability to quickly learn procedures and software, and implement new processes to improve efficiency.
- Experience using data to create program measurement guidelines to ensure SVP Denver is meeting impact and diversity goals.
- Experience working with highly-successful individuals and major donors.
- Knowledge of the Denver nonprofit sector is a plus.
- Must be authorized to work in the United States.

## **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of this position. Duties, responsibilities, and activities may change at any time.

## **Schedule and Work Environment**

The Director of Partner Engagement will work 40 hours/week and report directly to the Executive Director.. We do not currently have a physical office space and as such, the position is work from home. The position will occasionally be asked to staff evening events.

## **Salary Range**

\$58,000 to \$63,000 year + Benefits

## **Benefits**

Medical/Dental/Vision/Life Insurance/Short and Long Term Disability/LifeLock/Telehealth/401k. Paid time off benefits include Holidays, Sick Leave and Vacation.

## **To Apply**

Send your resume and cover letter to: [hello@svpdenver.org](mailto:hello@svpdenver.org). In your cover letter, address your background and experience in each of the areas above. Applications will be accepted immediately on an ongoing basis until the role is filled.

## **About CNDC**

SVP Denver is a project of the Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees. For more information on CNDC, please visit [www.cndc.org](http://www.cndc.org).