



## JOB DESCRIPTION

Job Title: Director of Strategic Partnerships

Reports to: Chief of Communications and Community Engagement

Supervises: None

Job Code:

FLSA Status:  exempt  non-exempt  full-time  part-time  other

Salary Ranges: \$ 82,000-100,000

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### Position Summary:

The Director of Strategic Planning is a member of the Community Engagement Team in the Office of the Chief of Communications and is responsible for the management and coordination of all community outreach, fund and friend-raising events for the organization. The position also develops sponsorship relationships with businesses, individuals and organizations interested in supporting ELCOC's initiatives, events, and activities. Additionally, the position collaborates with and supports the work of the Chief of Communications in the development and implementation of marketing and communications plans, social media channels, and website.

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### Essential Job Functions

#### Leadership in collaboration with the Chief of Communications

- Leads and trains department staff in all aspects of department functions and compliance regulations as directed by the COC.
- Sets and monitors staff annual goals and objectives in support of Coalition goals with COC approval.
- Communicates and updates the COC regularly on communications, media, and fund development events, efforts and activities for the Coalition.
- Assists in the development, implementation and tracking of financial/budget/expense for the department.
- Advises Coalition staff of engagement and fund development opportunities in the community.
- Assists in the development and execution of ELCOC Communications and Development Plans.

#### Communications

- Develops and supports the execution of the ELCOC Development and Donor Relations Plan.

## Director of Strategic Partnerships

- Supports relationships between the Coalition, special event sponsors, local agencies, civic groups, schools, early child care environments, political entities and governmental agencies
- Participates in public speaking functions to stakeholders, parents and/or volunteers.
- Helps plan and design activities/events/functions that will help both the local community and promote the Coalition in a positive way.
- Maintain an active list of donors and prospective donors.
- Takes photos at ELCOC events and activities to be used in ELCOC marketing and promotions.
- Assists in the preparation of grant proposals and reports.
- Ongoing management of key partnership action plans while identifying new business and revenue generating opportunities, both hiring and funding.
- Enable partner deal support, cross functional planning, relationship management, and analytical insights.
- Manage community engagement partnerships with key partners.
- Development strong relationships and partnerships with our strategic partners.
- Develop strategies and business plans with partners that help facilitate results that lead to a rewarding relationship between the partners and a positive public image of the Coalition.
- Manage acknowledgement, reporting and stewardship for revenue contracts and partnership agreements.

### Event Management

- Coordinate overall signature and non-signature event logistics from concept, execution and post-event wrap up including promotion, location, staffing, set-up, activities and stewardship.
- Creates e-newsletters and invites for ELCOC events to providers, families, sponsors, etc.
- Supports the training of volunteers at events.
- Plans and schedules strategic meetings for special fundraising events.
- Gathers, prepares and distributes supporting documents and calendar of events and any other pertinent materials for meetings.
- Identifies and designs new development opportunities.

### Donor Relations

- Identify and supports the initial engagement of prospective sponsors and donors for ELCOC initiatives and events.
- Prepares and disseminates information about ELCOC and giving opportunities.
- Builds and maintains a good working relationship with engaged sponsors/donors.
- Arranges sponsor/donor events, develops, and executes ongoing stewardship strategies.

### Administrative Support

- This position will require working with children birth to 5 years of age at local projects and events.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

### Qualifications:

- Ability to organize own work, coordinate projects, set priorities, meet deadlines and follow-up on assignments with minimum direction.
- Knowledge of English business language with the ability to communicate clearly and concisely orally and written.
- Ability to work and communicate effectively with people (including co-workers) from various multicultural and socio-economic backgrounds.
- Ability to exercise sound judgement with established guidelines.
- Ability to solve problems and deal with a variety of variables.
- Frequently required to stand, walk, stoop and kneel. May be required to lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision.
- Working knowledge of child development and appropriate childcare practices and knowledge of Florida state standards and requirements.
- Ability to work flexible hours/schedule that includes Saturday, early morning or evening hours.
- Proficiency in Microsoft Office (Word, PowerPoint, Outlook)
- Some use of Adobe Suite Software (Photoshop, InDesign)
- Professional appearance and presentation.
- Must possess a Florida Driver's License with ability to travel to off-site locations.
- Ability to work and communicate effectively with people from various multi-cultural backgrounds and socio-economic levels.
- Excellent written and verbal communication and presentation skills.
- Comfortable with technology and the ability to facilitate off worksite presentations.
- Creative, flexible, and solution-oriented.
- Ability to navigate ambiguous situations and to drive to clarity, with a mindset of building repeatable processes for the future.
- Extremely motivated and possesses the ability to deliver the mission of the Coalition.
- Ability to quickly synthesize complex ideas, align them with business priorities, and devise actionable strategies to accomplish goals.
- Results-focused.
- At least 3-5 years of experience in a partnership development or strategic partnership's role; either corporate and/or non-profit experience preferred.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

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**Education and Experience:**

- Bachelor's Degree in Communication, Public Relations, Marketing, Business or closely related field from an accredited institution with 3 years' experience in event management, fund development and donor relations.
- Fundraising credential preferred.
- Experience with Adobe Creative Suite, website (WordPress) and email marketing (Constant Contact) platforms. Knowledge of FR50 preferred.
- Communications experience within a school (charter, public, private) or business platform preferred.
- Non-profit experience preferred.

Send Cover Letter and Resume to:

[tbrady@elcoc.org](mailto:tbrady@elcoc.org)

By Fax to: 407-749-0287

By Mail to:

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