

Position Description: Community Partnerships Manager

About Boston Cares:

Boston Cares partners with nonprofits and schools to expand their impact by mobilizing diverse people to collaboratively address our community's critical needs. Founded in 1991, Boston Cares has mobilized people to provide over 1.3 million hours of service to the Greater Boston community addressing education and economic opportunity gaps, providing basic daily needs, connecting community members, and more. Our primary programs include our Hands At Work corporate engagement services providing customized project management for 60+ companies annually; our signature Calendar program engaging over 4000 individuals in flexible volunteer opportunities; and our Allies for Immigrants program providing English language tutors to immigrants. In 2023, we're rolling out a new strategic plan focusing on impact, equity, and the role volunteerism can play in building strong, resilient communities.

Position Summary: The Community Partnerships Manager will play a key role in developing and managing relationships with our nonprofit and school partners, ensuring regular communication and support to help collaboratively meet their volunteer needs, and working as part of a team to implement our strategic plan. Reporting to the Associate Director of Community Engagement, the Community Partnerships Manager will ensure a robust portfolio of community-responsive programming on our Calendar, with wrap-around services from our corporate engagement program. Key responsibilities include:

Partner Engagement:

- Serve as the primary contact for a portfolio of nonprofit & school partners engaging through the Calendar program
- Work with partners to identify needs that can be met by volunteers, offering support from any/all Boston Cares programs as appropriate
- Work collaboratively with Volunteer Program Manager to offer new partner orientation to program partners
- Manage project requests from partners, ensuring appropriate opportunities are posted to the calendar; work with Volunteer Program Manager to fill open Volunteer Leader roles as needed
- Ensure accurate, detailed, up-to-date information about projects is provided for volunteers and leaders serving through the Calendar program, and as appropriate, corporate engagement opportunities
- Train & support partner staff on the use of our online "portal" for volunteer project management
- Review new partner requests and determine best programs to meet their needs, collaborating with the corporate engagement team as appropriate
- Support partners by scheduling and managing teams of corporate volunteers
- Support the application for and management of grant funding that supports the Calendar program (providing data, brainstorming grant-fit, implementing funded initiatives)
- Develop and implement projects for special events such as MLK Day of Service and 9/11 Day of Service
- Post, track, and maintain projects on the Boston Cares Calendar through our Salesforce-based HandsOn Connect database system
- Run reports and monitor *programming progress* with dashboards
- In partnership with programs team, implement new database updates and uses of the technology
- Supervise and support intern that will help to support program related task

Allies for Immigrants Management:

- Engage in meetings to meet community leaders and ESOL program students, understand community priorities and develop relationships with Allies for Immigrants ESOL Tutor Corps program sites
- Maintain and build relationships with partner sites
- Complete Bi-annual partner site assessments to make sure mutual agreements and expectations are being met
- Support other Allies for Immigrants program related responsibilities as needed

Corporate Program Support:

- Manage corporate project scheduling and implementation for portfolio of community partners
- Lead corporate volunteer events on-site and virtually; support project prep as needed
- Support project data entry for corporate volunteer engagement

Organization Support:

- Serve as a staff liaison on a Boston Cares Board Committee
- Support special initiatives as needed
- Be an active member of the Boston Cares Staff team – 12 members, including co-op students, Commonwealth Corps members, and part-time program staff
- Work collaboratively to meet strategic goals

Preferred Qualifications:

- 1-3 years' experience working with volunteers and/or nonprofit programming
- College degree or comparable work experience
- Interest in volunteerism and community engagement
- Commitment to justice and equity
- Strong written and verbal communication skills
- Comfort with technology and interest in learning new platforms and skills
- Interest in working both independently and as part of a small team in a fast-paced environment
- Excellent interpersonal skills
- Skills to manage multiple projects at once and prioritize tasks
- Occasional weekend and evening availability (advance notice given)
- Ability to lift and move project supplies (up to 30 lbs) and be standing throughout the day
- Valid driver's license

Compensation & benefits: \$49,000 annual salary, generous & flexible PTO policy, employer supported health & dental insurance, 401k with employer match, basic life insurance, optional additional coverage options, and more. Boston Cares currently offers a hybrid work environment with expectations for staff to be in our Charlestown office a minimum of two days per week. This is a full-time role averaging 40 hours per week with occasional evening and weekend responsibilities.

To apply, please send resume and cover letter to Laura Keith at laura.keith@bostoncares.org. Cover letter should address why you're interested in the opportunity and highlight applicable skills and experience. Applications will be reviewed on a rolling basis to fill an immediate opening. No phone calls please.

Boston Cares offers Equal Employment Opportunities (EEO) without regard to age, race, color, national origin, gender (including pregnancy, childbirth or medical condition related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally protected genetic information, marital status, veteran status, military status, sexual orientation, or any other factor determined to be an unlawful basis for such decisions by federal, state, or local statutes.