

ARIZONA 4-H YOUTH FOUNDATION POSITION DESCRIPTION

Position Title: Partner Relations Director (Contractor)

Nature and Purpose of the Position:

The [Arizona 4-H Youth Foundation](#) (The Foundation) is an affiliate Foundation with the sole purpose of supporting the advancement of the Arizona 4-H Youth Development Program, the positive youth development program of the University of Arizona. The Foundation, Partner Relations Manager supports important relationships and partnerships to advance the largest youth serving organization by designing, implementing, evaluating, and refining the Foundation activities, by cultivating relationships with supporters which include (ie: alumni, the business community, current family members, internal and external constituencies). Personally identifies, cultivates, and stewards relationships in accordance with performance targets and organizational objectives set by the collaboration of The Foundation's Board of Trustees and the University of Arizona Cooperative Extension 4-H Youth Development Program leadership. Fosters collaborative relationships with development colleagues and Arizona 4-H constituents. Developing internal processes and procedures and aligning marketing and outreach efforts for multiple efforts and initiatives, while advancing the Arizona 4-H Youth Development Program.

Major Duties and Responsibilities:

- Working with the Foundation Executive Director, the successful candidate will increase the resources available for the Arizona 4-H Youth Development Program.
 - Identifies, cultivates, solicits, and stewards relationships of individuals, corporations, and/or foundations, through virtual contacts, in-person visits and other forms of direct personal contact in accordance with performance targets set in collaboration with the Foundation's Board of Trustees.
 - Keeping track, updating, and documenting the connection of individuals and organizations with Arizona 4-H through a management database.
 - Conducts research to identify partnership prospects and create strategies to match partnerships' interests to the priorities of the Foundation and the Arizona 4-H Youth Development Program.
 - Recruit, train and manage volunteers to help implement the Foundation's objectives.
 - Researches, writes, edits, and/or oversees the preparation of persuasive, accurate, and grammatically and syntactically correct proposals, case statements, reports, correspondence, and other communication materials in support of the Arizona 4-H Youth Development Program and 4-H Foundation activities.
 - Ensures strong working relationships between the Foundation, the Arizona 4-H Youth Development program, and the University of Arizona as well as the University of Arizona Foundation.
 - Collects, analyzes, and utilizes data to make strategic decisions.
- Provides leadership and planning for events and activities designed to increase the visibility of Arizona 4-H.
- Coordinates the branding, marketing, public relations, and communication efforts of the Foundation: to increase statewide brand recognition and awareness, to provide a clear message

of the mission and funding needs of the Foundation, and to promote understanding of the role that the Foundation and Arizona 4-H plays in developing Arizona's youth.

- Will provide leadership to organizational effectiveness and administration
 - May train and supervise staff and student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate.
 - Performs miscellaneous duties as assigned.

Lines of Responsibility:

This position is administratively responsible to the Arizona 4-H Youth Foundation Director.

Knowledge, Skills, & Abilities

- Exceptional interpersonal skills and the ability to interact effectively with diverse academic leadership, faculty, prospects, donors and/or volunteers in a wide range of roles.
- Demonstrates innovation in establishing organizational and corporate partnerships.
- Has worked effectively within diverse communities.
- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.
- Demonstrated ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes.
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives.
- Ability to foster effective working relationships within a team environment.
- Program planning and leadership skills.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.
- Promotes public understanding and support for Arizona 4-H Youth Development programs.
- Performs as a collegial member of The Foundation, Arizona Cooperative Extension, and its affiliate organizations.

Minimum qualifications

- Bachelor's degree required.
- Three years prior fundraising experience.
- Demonstrated knowledge of resource development strategies, including a full array of methods of direct mail, planned gift giving, grants, and special events in a fundraising environment.
- Passion for ethical fundraising or partnership development experience.
- Previous experience with data management software (operational knowledge of Donor Doc and Harness are desired).

- Proven ability to work in a highly collaborative manner with a diverse group of constituents.
- High levels of proficiency in oral and written communications, especially in a development or marketing environment.
- Ability to organize special events and programs in a fast-paced autonomous work environment.
- Ability to travel across Arizona and at times out of state (successful applicant must qualify for driving privileges under University of Arizona's Motor Vehicle Policy).
- Prior experience with non-profit Board development.

Preferred qualifications

- Master's degree and CFRE preferred.
- Experience with a 4-H Youth Development Program, Arizona Cooperative Extension, and/or University of Arizona.
- Knowledge of non-profit financial control requirements.
- The ability to read, write, and speak Spanish or Native American languages spoken by Arizona tribal communities.

Rate of Pay

- The employee will receive up to \$7,500 a month as a contractor.

How to Apply

- <https://www.linkedin.com/jobs/view/2778637763>

Contact

- Deb Lester, Director, Arizona 4-H Youth Foundation, dlester@arizona.edu