



Position: Manager, Strategic Partnerships

Organization: Youth Speaks

Supervisor: Programs Director

Salary Range: \$55-60K DOE, full-time

ABOUT YOUTH SPEAKS

Based in San Francisco, Youth Speaks leads a movement that defines and develops literacy, working at the intersections of youth development and arts education. Nationally, Youth Speaks is known for building a field that didn't exist. The Wallace Foundation named Youth Speaks one of the 8 exemplary arts education organizations in the nation. We convene the Brave New Voices Network, with over 100 partners across the nation, hold major performances reaching thousands, and have a robust digital footprint, reaching about 500,000 viewers a month on our social media channels. Our research and academic partners include the Center for Vulnerable Populations at the University of California, San Francisco, the School of Education at the University of San Francisco and the Robert Wood Johnson Foundation.

Job Description: We are seeking a mission-driven, strategic, team-oriented individual who is deeply committed to supporting and developing emerging leaders through our school and community partnerships. The **Strategic Partnerships Manager** will drive two core programs that advance Youth Speaks' community engagement and arts education model. The Manager will provide oversight, planning and execution of **The Bigger Picture** and **Future Corps Fellows** programs as part of Youth Speaks mission to provide excellent programs through collaboration and robust community partnerships.

The Bigger Picture is a partnership with UCSF's Center for Vulnerable Populations that inspires young people to change the conversation about Type 2 diabetes by exposing the environmental and social conditions that lead to its spread. The individual will ensure that this partnership meets our programmatic objectives, centering youth narratives to increase awareness and change behavior in targeted school communities.

The Future Corps Fellowship is designed to expand upon our BNV Festival Future Corps program. Emerging arts leaders, who are alumni of the BNV Festival, will be selected to serve as full-time staff at various host organizations around the country. In turn, Fellows receive training and mentorship to further their skills and experience as emerging leaders in the arts education field. The **Strategic Partnerships Manager** is responsible for ensuring a meaningful fellowship experience and will be the primary liaison between the placement organizations and the Fellows in service to their development and growth.

Core Competencies:

- Familiarity and comfort working within and among diverse racial, socio-economic, and gender-expansive communities
- Excellent partnership and business development skills including facility and comfort with oral, written and nonverbal communication skills that center human dignity and respect in service to our work and our mission
- Collaborative and able to work cross-functionally to coordinate and manage program communications, service design, and delivery
- Excellent problem-solving skills and sound judgment, including knowing when and how to engage others in thought partnership, decision making, giving and receiving critical feedback in order to continuously learn and improve service delivery

Key Activities:**Administration and Operations**

- Develop and monitor program budget, including grant budgets from multiple funding sources
- Oversee and monitor all contract requirements, including tracking deliverables reported from participating agencies and consolidating into report to funder/development team
- Coordinate program recruitment - hiring and placement - in collaboration with Director of Finance and Operations and community partners
- Work closely with program partners to ensure contract/grant/program requirements are met
- Coordinate and implement systematic evaluation with Associate Director of Research and Evaluation

People Development- Future Corp Fellows

- Identify professional development and coaching needs to inform Fellows' training and support in service to their learning, growth, and positive fellowship experience
- Coordinate Fellows' training, convenings and all logistics for the two-year cohort
- Coordinate with Brave New Voices Festival leadership to engage and support Future Corps Fellows participation in annual BNV Festival activities
- Serve as liaison to evaluate and troubleshoot Fellows placement issues, partner with HR for support (Director of Finance & Operations / ED)
- Integrate critical feedback from previous Fellows and placement organizations to inform program design and implementation

Community Engagement

- Serve as a liaison between program partners and Youth Speaks and other relevant stakeholders, e.g., school site coordinators, principals, research and evaluation partners

- Serve as the program's management liaison with the **Future Corps Fellows** network placement organizations as well as with **The Bigger Picture** partners
- Oversee, coordinate and actively seek out community bookings, e.g., school visits, speaking engagements, conferences and community based workshops
- Represent Youth Speaks at partner meetings, conferences, and grantee convenings
- Maintain familiarity and working relationships with community organizations that work with youth/teens, with an emphasis on developing partnerships in socio-economically disadvantaged communities
- Serve as a resource and referral source for Fellows placed at partner organizations
- Other related duties as assigned

Qualifications: This is not meant to be a checklist, rather an ideal set of knowledge and skills. We look forward to reviewing candidates that have many, but not necessarily all of these skills.

The **Strategic Partnerships Manager** is a new position designed to deepen relationships between Youth Speaks and our program partners to execute programs. It is critical that the SP Manager serve as a driver and thought partner as we build on the prior success of these formerly pilot programs. This individual must be able to collaborate and communicate effectively, have exceptional organizational and project management skills, and experience working with and supporting diverse stakeholders towards the implementation of program activities.

- Excellent oral and written communication skills, specifically as it relates to communicating to a variety of internal and external stakeholders about our mission to amplify diverse youth narratives
- Minimum two years of program management experience or equivalent role requiring program administration, e.g., design, execution, coordination of program service delivery, evaluation and reporting
- 3-5 years working with diverse stakeholders in a partnership/collaborative capacity or comparable role
- Experience working in Google Apps, MS Office suite with an emphasis on Excel and/or project management software and social media platforms
- Familiarity utilizing social media and/or collaboration with marketing and communications team to create and disseminate social media content
- 1-3 years supervising and/or supporting direct reports, mentees or comparable experience identifying professional development, mentoring and coaching needs across a diverse population
- Excellent influencing skills. Proven ability to support and empower leaders who are less experienced working in nonprofit organizations/professional environments to build their and their placement organization's capacity
- Experience providing direct service in the youth development field (preferred)
- Ability to work independently and as part of a team
- Excellent interpersonal and organizational skills
- Demonstrated success with complex project management
- Ability to make clear and compelling presentations to staff and community partners
- Ability to represent Youth Speaks to a broad cross-section of school, local, statewide

and national partners at all levels

Salary and benefits: Salary range is \$55K-60K DOE. Please send your salary requirements in your cover letter. The benefits package includes 100% employee coverage for medical, dental and vision insurance, four weeks of annual paid vacation, and 12 annual paid sick days.

TO APPLY Please submit a resume, writing sample, and a thoughtful cover letter detailing your salary requirements, interest, and experience to employment@youthspeaks.org with the subject line "Strategic Partnerships Manager." Only complete applications will be accepted. Applications may be reviewed on a rolling basis. Send your application no later than **March 17, 2019**.

EEO/AA Youth Speaks is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. Youth Speaks will consider for qualified applicants with criminal histories in a manner consistent with the requirements of San Francisco's Fair Chance Ordinance.