

POSITION TITLE: Coordinator of Community Partnerships

QUALIFICATIONS: A Bachelor's degree in public relations, journalism, mass communications, business, education, or a related field is required. A Master's degree in a related area is preferred. Excellent communications, planning, presentation, facilitation, and organizational skills are required. Knowledge and ability to successfully market Richmond Public Schools (RPS) mission, vision, programs, and activities. Considerable knowledge of and/or experience with the development and implementation of successful school-business partnerships is preferred. Ability to supervise, train, and evaluate assigned staff. Demonstrated skills in project and office management and budgeting/accounting for project expenditures are preferred. Experience with Microsoft Word, Excel, and PowerPoint software applications and with Internet, Intranet, and email applications are required.

PERFORMANCE EXPECTATIONS: Manages a portfolio of local and national community partners, such as schools, libraries, universities, school divisions, and community organizations. Develops partner profiles of community partners and the communities they serve. Renews and grows partnerships from year to year. Helps facilitate strong connections between parent organizations and community partners. Communicates within RPS and with external organizations and stakeholders about opportunities for collaboration, engagement, and involvement to help school-based coordinators maintain existing partnerships and expand partnerships that serve each school community. Serves as a liaison and facilitator from the school division for assigned school communities to support the alignment of our strategic plan, Dreams4RPS. Educates community partners around our strategic plan, Dreams4RPS, and programmatic opportunities. Develops a Partner Dashboard and contributes to the collection of critical data from school communities. Supports and leads the growth of resources through grants and funding acquisition, in partnership with the RPS leadership and school communities. Develops and maintains partnership agreements outlining the goals, strategies, and benefits for both the School division and the business/community partners. Provide training and support for school-based partnership coordinators. Serves on committees and boards on behalf of the School division to maintain close ties with partners. Perform other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: The Coordinator of Community Partnerships supports the Office of Engagement to identify, build, and expand RPS partnerships by engaging with universities, corporations, government agencies, nonprofits, community organizations, and other entities. This position will enhance and manage internal and external systems to support partnership and alignment to key academic and division initiatives. The position will also coordinate RPS volunteer engagement opportunities and fundraising activities to support our strategic plan. Duties are typically performed in school, office and community settings as a professional who offers support and/or training services to staff, parents, and community partners. Work requires frequent standing, sitting, walking long distances in the community, and light lifting up to 20 pounds. Effective verbal and written communication skills are needed for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level, and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Chief Engagement Officer

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 125

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt