

Job Description

Position Title: Project Manager, Strategic Partnerships

Reports To: Senior Vice President, SIFE USA

Location: SIFE World Headquarters—Springfield, MO

Job Grade: Level 6



SCOPE OF RESPONSIBILITIES:

- Strategic Partnership Program Management
 - Manage assigned strategic partnerships and special grant programs including all aspects of training, development, implementation, monitoring, tracking and delivery of outcome results
 - Collaborate with USA and International Program RVPs to develop communication schedules and program content to all program constituents
 - Collaborate closely with internal departments to develop necessary content for program awareness, online reporting and planning of exclusive program events
 - Provide statistical and data analysis of program information for internal and external evaluation
 - Produce comprehensive impact reports for defined constituents on program status and final outcomes
- Strategic Partnership Creation, Research and Development
 - Assist SIFE HQ Leadership Team in the research and development of strategic partnership programs and future content initiatives
 - Strategic analyses of grant programs, prospects and current programs to ensure desired results for defined constituents
- Special Project Management
 - Manage SIFE USA projects, initiatives, and other tasks as assigned

QUALIFICATIONS AND CHARACTERISTICS:

- Passion for and understanding of SIFE
- History of being entrepreneurial (give evidence of being innovative)
- Results driven approach (give evidence of establishing goals, planning and follow-up skills, and achieving goals)
- Communication skills (give evidence of effectively communicating one-on-one, in groups, through presentations, at networking events, and by phone/email)
- Computer skills (give evidence of computer proficiency with Microsoft Office products and ability to learn new products – working knowledge of Raisers Edge would be a benefit)
- Organization and time-management skills (give evidence of multi-tasking, attention to detail and utilization of organizational skills)
- Ability to manage multiple projects and work in a fast-paced environment
- Ability to work on a cross-functional team
- Willingness to work from the World Headquarters (Springfield, MO) and experience minimal travel in the USA

EDUCATION REQUIREMENTS & EXPERIENCE:

- Bachelors Degree preferred, High School Diploma or equivalent level certificate and proven record of applicable professional experience acceptable