

Partnership Manager

The Organization

The Family Independence Initiative (FII) is a national organization of diverse individuals with a passion for social justice. FII has developed a continuously evolving platform (UpTogether) to accelerate social and economic mobility for individuals and families living with low incomes.

Over the past 19 years, FII has partnered directly with individuals and families to demonstrate that investment made directly in their strengths and initiatives delivers strong and sustainable outcomes for low-income families. We have proven that fostering social networks, honoring self-determination, and matching people's efforts with unrestricted cash investments results in achieving significant progress toward social and economic mobility. Our focus now is on bringing this approach to philanthropic and government organizations throughout the country by encouraging the adoption of direct investment and the distribution of funds through our UpTogether platform.

At FII, we work towards these values:

- **Impact:** With families as our core audience, everything we work on is aimed at moving us toward our vision of impacting the 50M people struggling with poverty in the US, driven.
- **Leadership:** We value learning and innovation and expect all members of the team to apply that learning to create solutions and lead, regardless of their title.
- **Partnership:** We value sharing knowledge, developing relationships and respect for others across our team, the organization, and external partners.
- **Equity:** We develop equitable human resource policies and we weigh all of our actions through an equity lens. In early 2019, FII convened a racial equity committee internally to become explicit about how race intersects with our mission and develop an internal culture, and adjust our internal and external systems, processes, and relationships to reflect that goal.

The Position

The Partnership Manager will play an integral role, alongside the Partnership Director, to engage philanthropy and government in the **Midwest and Rocky Mountain region** in investing in individuals and families through our UpTogether Platform. In the near term, you will work with the Partnership Director to manage COVID-19 Relief Fund efforts in the region. Simultaneously, and increasing in the future, you will help implement the regional strategy in concert with the national strategy.

You'd be a great match for this position if you love research, writing, relationship building, and translating/tracking strategy into clear processes. You're also a great match if you enjoy orienting people with financial power to the realities of systemic inequity and why people are poor in this country, and working independently in a team of people who are passionate and excited about our mission and value each member's personal experience as it informs their work.

This is a 100% remote position (Chicago base preferred), so solid internet connection and functional work environment required.

You'd be part of FII's Partnerships and Revenue Team. You will work directly with the Midwest and Rocky Mountain Partnership Director as part of a growing team of Partnership Directors and Partnership Managers, as well as National Partnership Directors.

Job Description:

The primary focus of the Partnership Manager will be to research, evaluate, and identify 'good fit' partner prospects in all categories [foundations, high net worth individuals (HNWI), and government] developing a strong pipeline for the partnerships and revenue team. The Partnership Manager will work in collaboration with Midwest and Rocky Mountain region Partnership Director to build relationships with partners and cultivate, secure, and steward direct funding commitments to FII's UpTogether Fund for the purpose of investing in individuals and families living with low incomes in specific cities, towns, zip codes, etc. *[Please note, due to COVID-19, FII launched a relief fund www.givetogethernow.org and the near term focus of the Partnership Manager will be to support the Partnership Director in managing relief fund efforts in the region.]*

- Establish relationships with prospective funding partners as appropriate
- Strengthen relationships with existing funding partners as appropriate
- For all of the above:
 - In collaboration with the partnerships and revenue team. engage decision makers in discussion around FII strategy generally and direct UpTogether Funding opportunity specifically, including fee structure for participation.
 - In collaboration with Partnership Director, work to determine initial parameters of direct funding approach for specific funder intentions once buy-in has been achieved (direct investment amount per distribution, cadence of investment opportunity per member, # total investments per investment opportunity window, geographic area, etc.)
 - In collaboration with Partnership Director, finalize contract
 - In collaboration with Technical and Support teams, complete Funding Partner set-up on UpTogether platform.
 - Coordinate with funder, support team, and communication team to provide recruitment assistance to enroll members on UpTogether platform as needed.



- Once direct fund has been launched, support in-training fund partner on UpTogether reporting and provide standard and ad-hoc reports relative to funding (# draws, funding balance, etc.) and member outcomes (establishment of goals, progress toward goals, social capital interactions, etc.) as agreed upon in contract.
- Serve as the first point-of-contact in all day-to-day matters, drawing upon organizational resources to satisfy requests as appropriate.
- In collaboration with the Partnership Director, schedule periodic check-ins to evaluate if direct UpTogether Funding is working as expected and initial parameters are yielding desired results.
- In collaboration with the Partnership Director, secure renewal agreements for each philanthropic/HNWI funding partner with an eye to multi-year contracts and increasing investment dollars.
- Speak for funders internally and recommend improvements/enhancements based on their feedback and experience
- Communicate and coordinate with team to identify opportunities that allow for synergistic collaborations across partners in a region and throughout the nation
- Maintain records of partner transactions using Salesforce
- Identify site-specific grant opportunities and write and/or edit grant proposals, LOIs, and interim reports replete with member stories, metrics, outcomes, and accompanying analyses as needed.
- Assist Partnership Directors and National Directors of Partnerships in the preparation of both site-specific and national grant proposals as needed.

Qualifications, Attributes & Skills

- Interest in working in an organization that continuously evolves and changes requiring flexibility and excitement for iteration
- Superb writing ability. Demonstrated experiencing crafting proposals and other written documents.
- Have excellent communication skills, responding to internal and external needs in a timely manner and listening, being thoughtful in your response, and setting clear expectations and boundaries.
- Comfortable interacting with a diverse group of stakeholders and the public and a passion for building relationships with people of different backgrounds to have conversations aimed at addressing erroneous stereotypes about low-income people and people of color, and shifting how they address poverty
- Familiarity and comfort working with data (numbers) and basic analytics
- Familiarity and comfort working on both administrative tasks (detail) and strategic planning (high-level)
- Ability to work independently **and** as a member of a team
- Working knowledge of MS Office, familiarity with Google applications Experience with CRM a plus, specifically Salesforce

- Significant work experience and/or 4-year college degree in fundraising, project management, community organizing or related area; experience working with philanthropy and government a plus

Compensation

This is a full-time position with a competitive benefits package, including medical, dental, and vision, 401(k), and vacation. Salary range is \$70,000-\$90,000.

Inclusion Statement

FII strives to create a community that embraces equity, diversity, and inclusion, and we support the efforts of others to build such communities. We are committed to an inclusive work environment and welcome a diverse pool of candidates that represent the communities with which we work.

FII is committed to the principles of equal employment. We create a diverse work environment and do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

To Apply*

To be considered for this exciting opportunity, please submit a resume and cover letter via email, with subject line "Midwest Region Partnership Manager" to Michelle Chao-Nguyen at jobs@fii.org. Your cover letter should outline how your work history and personal contribution would make a difference for FII. *Applications submitted without a cover letter will not be considered.