



## **Partnership Manager Job Description**

United Against Human Trafficking is on a mission to end human trafficking through educating the community, preventing exploitation, and empowering survivors.

We are searching for an experienced Partnership Manager with excellent leadership skills and fundraising abilities. The Partnership Manager will be responsible for developing good relationships with prospective donors across multiple sectors, cultivating existing relationships, communicating with the broader public and internal teams, supervising the Development Team, and drawing up plans to ensure annual fundraising targets are met. You should be well organized, proactive, enjoy building relationships, and have the ability to inspire those around you. This position reports directly to the Director of Partnerships.

### **Partnership Manager Responsibilities**

- Maintain and further develop a long-term major donor program that results in the solicitation and closing of five-, and six-figure gifts;
- Create opportunities for donor cultivation and stewardship such as giving circles, targeted appeals, programmatic site tours;
- Expand the number of individuals and families in the donor pipeline by researching potential donors, qualifying their capacity, and moving them through the cultivation to solicitation process; build and maintain and manage key relationships with current, past and potential donors;
- Solicit philanthropic support from corporate sponsors and foundations; working closely with other program Managers throughout the organization;
- Support the Director of Partnerships with oversight, leadership and informal coaching for the Development Team;
- Provide direct supervision to the Communications Coordinator, Grant Writer, and Community Engagement Specialist;
- Oversee fundraising events and third-party events;
- Tracks donor relations and stewardship activities in the established database to enhance relationships and increase the likelihood of continued contributions;
- Work with the Director of Partnerships to development strategic plans, establish financial goals, benchmarks and reports to present to UAHT leadership team and Board of Directors;
- Implement a variety of marketing strategies and digital fundraising campaigns;
- Work with the Communications Coordinator to develop and implement direct mail campaigns;
- Stays abreast of philanthropy trends and issues affecting philanthropy in all established interest areas of UAHT's work.



## Partnership Manager Requirements

- Bachelor's degree in PR, Fundraising, or any related field;
- 3-5 years of fundraising experience;
- An innovative self-starter who can build a strategic approach to increasing financial resources and execute a tactical plan that delivers results;
- Experience in the development of cultivation, solicitation and stewardship strategies for major gift donors, foundations, government and corporations;
- Sound knowledge of the non-profit sector;
- Experience supervising a team;
- Ability to manage multiple projects as priorities change, with an exceptional eye for detail and accuracy and focus on meeting all deadlines and performance goals;
- Experience working with institutional funders and drafting grant submissions;
- Experience with Raiser's Edge or Salesforce, FoundationSearch; advanced Microsoft Office skills;
- An individual with the integrity, demeanor, experience, and commitment to UAHT's mission and an effective and respected representative of the organization.