

POSITION TITLE: Partnership Coordinator

BACKGROUND: The Healthy Community Partnership is an emerging multi-sector collaboration working to create a healthier Mahoning Valley. Our goal is a community where residents live long, healthy and productive lives. To achieve this goal, we are catalyzing a community-wide movement to create equitable opportunities for health as well as encourage and support residents to make healthier choices. The initial focus of the Partnership will be dual objectives of Healthy Eating and Active Living (HEAL).

The Partnership is guided by a steering committee made up of various Valley residents and organizations representing public, nonprofit, business, philanthropic and civic institutions. The Community Foundation of the Mahoning Valley serves as the backbone organization, coordinating and facilitating the work of the partnership and its members. The Partnership Coordinator will be a staff member of the Community Foundation of the Mahoning Valley, reporting to the President of the Community Foundation and accountable for the success of the Healthy Community Partnership.

POSITION OVERVIEW: To lead this important work, the Healthy Community Partnership is seeking a passionate and dynamic Partnership Coordinator. The Partnership Coordinator will be a self-motivated, results-orientated individual who can continue the growth and facilitation of this regional effort and serve as an ambassador for its mission and vision. More specifically, the Partnership Coordinator will drive the Partnership's internal and external functions, including strategy, community engagement, communications and administration.

WORK SCHEDULE: Full Time- 40 hours per week, evening and weekend work required

RESPONSIBILITIES: The Partnership Coordinator will be accountable for the advancement of the Healthy Community Partnership, from high-level strategic thinking to day-to-day coordination.

Key responsibilities include:

- Providing leadership to facilitate the continued development of the partnership and foster a culture that values diverse stakeholders taking shared responsibility for creating change
- Working with partnership members to develop a common agenda and evaluation framework, ensuring diverse perspectives are incorporated
- Providing direction and support to partner organizations in aligning their work to the common agenda
- Developing and managing an annual budget
- Identifying and securing funding sources to support goals and priorities
- Building and maintaining relationships with community partners
- Developing and implementing a communications plan to effectively communicate partnership objectives and progress to external audiences
- Ensuring effective facilitation of meetings
- Establishing efficient and effective systems to manage necessary aspects of operations
- Ensuring that data needs (collection, analysis, dissemination, reporting) are addressed

QUALIFICATIONS:

This is an outstanding opportunity to play a critical role in creating a healthier Mahoning Valley. Therefore, first and foremost, the Partnership Coordinator must be committed to the mission and vision of the Healthy Community Partnership and have the presence to inspire confidence and passion in others.

Additionally, the ideal candidate should be able to demonstrate:

- At least 5-7 years of increasingly responsible work experience
- A bachelor's degree in business/public administration, public health, policy, communication or related field from an accredited college or university; Advanced degree is preferred
- Proven community outreach and coordination experience

- Fundraising and grant writing experience that includes success in cultivating funders
- Ability to think and plan strategically on both organizational and systemic levels over multi-year horizons
- Strong facilitation and presentation skills before multiple types of audiences
- Experience with complex project and stakeholder management
- Existing relationships with, or ability to build relationships with, a range of cross-sector stakeholders in the regional area, including senior executives and community residents
- Strong understanding of the ways diversity (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, sexual orientation, profession, religion and historical experiences) influences policies, programs, services, and the health of a community
- Outstanding communication and interpersonal skills, with the ability to build authentic relationships
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment; willingness to “roll up one’s sleeves” and extend beyond formal responsibilities based on the needs of the work
- Familiarity with the Mahoning Valley
- Familiarity with trends in health and community revitalization
- Knowledge of and commitment to collective impact concepts highly preferable but not required

COMPENSATION:

Salary commensurate with experience. A comprehensive benefits package is offered including paid vacation leave, sick leave and holidays.

APPLICATION INSTRUCTIONS:

Application review will begin immediately and continue until the position is filled. Please submit a cover letter, current resume, salary requirements and three professional references electronically to sharrell@cfmv.org. Walk-ins and phone calls will not be accepted.