Director of Partnerships

Job Description

The Oakland Fund for Public Innovation (OFPI) reaches across the city, engaging private partners to innovate, test, and scale ideas that enhance Oakland. The Fund strives to improve the prosperity, safety, and quality of life for all Oaklanders with projects that:

- Build a more trustworthy and responsive government
- Allow Oaklanders to stay rooted and thrive in our city
- Create a more vibrant and connected Oakland for all who live, work, and play here

This approach is outlined in the Resilient Oakland Playbook, a strategy document developed to help the City of Oakland tackle systemic and structural challenges. The Oakland Fund sponsors projects seeking innovative solutions in a collaborative environment, engaging public and private resources, and delivering measurable results.

Summary:

OFPI is looking for a results driven Director of Partnerships. This is an opportunity to be part of an exciting, equity-centered start-up with a goal of effecting positive social change at scale. As our first partnership hire, you will work closely with the Chief Operating Officer (COO) and be responsible for developing our partnership strategy with our key stakeholders, including philanthropic, government and community-based organizations. You will also manage the success of the relationships and support the Chief Executive Officer (CEO) and Chief Operating Officer with their fundraising strategy and operationalizing related duties. You will make a significant impact from day one and be a partner in advancing OFPI’s mission to make impact in Oakland’s highest needs zip code with the goal to ensure all Oaklanders stay rooted and thrive in Oakland.

JOB RESPONSIBILITIES

Partnerships (50%)

- Support the COO in managing a portfolio of 10+ strategic cross-sector partners, including government, community, and philanthropic partnerships.
- Support CEO and COO in identifying and cultivating strategic relationships with current and potential government, community, and philanthropic partners.
• Collaborate with the executive team to create alignment and commitment on key partnership goals.
• Build strong and lasting relations with new and existing partners.
• Provide support to COO in creating reports on data and results of OFPI partnerships and pilot initiatives and community events happening in the city.
• Evaluate effectiveness of partner relationships and engagements in delivering positive returns on community.
• Execute annual partner strategic plans.
• Prepare reports as needed.
• Other duties.

**Fund Development (30%)**

• Support CEO and COO in developing a partnership and organizational fundraising strategy, and lead the execution of related projects
• Compose and complete grant applications as part of OFPI’s fundraising efforts
• Create and disseminate letters out to foundation partners and individual funders
• Support COO in managing key deadlines, preparatory materials, and deliverables for existing grants, including:
  ○ All reporting, including interim and final reports and informal updates
• Collaborate with COO to lead development of communications and deliverables including:
  ○ PowerPoint decks and concept papers
  ○ Proposals and formal funding requests
  ○ One-pagers and other print collateral (with support from our design consultant)

**Operations and Communications (20%)**

• Calendaring and coordination between multiple constituents including but not limited to the CEO and COO
• Schedule and prepare materials for internal and external partnership meetings
• Note taker for partner meetings and dissemination of those notes to attendees with a quick turnaround
• Assist the broader team in coordinating the agenda of team meetings and off-sites.
• Collaborate and build relationships internally and externally, including communicating effectively with people at all levels of the organization
Collaborate with COO in the development of marketing outreach/collateral highlighting partnerships for individual donors, foundations, community-based organizations, and city government.

Provide support to COO in publishing content across various channels and formats highlighting OFPI's partnerships and results (for partners, donors, blogs, videos, social, website, etc.).

**Key Skills:**

- Outstanding communication and interpersonal skills
- Excellent organizational and time management skills
- Exceptional attention to detail
- Strong writer
- Ability to anticipate and independently problem solve
- Networking aptitude
- Out of the box and innovative thinking
- Team player with a sense of humor
- Clear and courageous communicator
- Strategic thinker
- Ability to shift gears quickly
- Active on social media

**Candidate Profile:**

- Bachelor’s Degree required; Master’s Degree in Policy, Management, Education, Social Work preferred
- Cares deeply about issues affecting Oaklanders in the city’s highest need zip codes
- Must possess the values of OFPI to be successful, particularly: courageous communication, speed, and teamwork
- 2+ years of experience in successfully developing relationships with community-based organizations, government, or philanthropic organizations.
- Demonstrated excellence in interpersonal, oral, & written communication skills
- Team player with an entrepreneurial mindset and an understanding of start-up culture
- In your current or past role, you managed stakeholder or partner relationships, working with or for nonprofits, government, or philanthropic organizations.
- Highly skilled at multi-tasking and managing several competing priorities
- Exceptional time management skills with ability to support a high-paced, nimble team
- Possesses a positive, resourceful, and solution-oriented approach to the work
- Flexibility – Ability to adapt to shifting priorities with humor and positivity
- Skilled at synthesizing information, research, and data for multiple audiences and with recommendations to drive action
ADDITIONAL DETAILS

Position Title: Director, Partnerships
Job Location: Oakland, CA - (60% remote work)
Position Type: Full-time
Reports to: Chief Operating Officer
Salary: $80,000
Expected Start: November 7, 2022
*Candidates that are from or live in Oakland strongly encouraged to apply

Benefits:

Full-time employees are offered a competitive and generous benefits package

How to Apply:

Submit a cover letter and resume to jobs@oaklandfund.org with the title "Director, Partnerships" in the subject line. Deadline to apply is Sept 9th.

Hiring Statement
OFPI is a work environment that is dynamic, rewarding and enables each of us to realize our potential. OFPI’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in California.

COVID-19 Policy
To center the safety and well-being of its employees, The Oakland Fund for Public Innovation requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. Accommodations may be sought and approved in accordance with the law by contacting human resources at jobs@oaklandfund.org.