



Position: Strategic Partnerships Associate
Location: Remote
Reports to: Chief Development Officer

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About SBP

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing** SBP is a national disaster recovery and resilience organization that ensures under-resourced disaster survivors and communities of color access a predictable and equitable recovery. We accomplish this goal by:

Preparing individuals, communities, and organizations ahead of disasters to mitigate vulnerabilities

Shaping the disaster sector's systems, policies, and programs

Building resilient communities

By taking this holistic approach, SBP shrinks the time between disaster and recovery, securing a brighter future for those impacted by disasters.

Position Summary

SBP is seeking a Strategic Partnerships Associate to support SBP's fundraising goals and to play a significant role in the organization's growth and impact goals. The Strategic Partnerships Associate will be responsible for maintaining relationships with current corporate partners with the goal of increasing each partner's annual investment. Additionally, this individual will be responsible for developing new corporate partners who can invest \$25,000 and above to support regional and national needs. This individual will be responsible for writing quality and on-time impact reports.

This role requires excellent writing skills, strong project management experience, problem solving skills, attention to detail and a customer service mindset. The Strategic Partnerships Associate will report directly to the Chief Development Officer and work closely with the Strategic Partnerships Director and grant writing team. This is a remote position.

Responsibilities

- Write and lead impact reports for corporate partners incorporating all relevant information, e.g., project plans, metrics, outcomes
- Maintain relationships with current partners via frequent impact reporting, special event collaboration, volunteer engagement, external communications, etc. with the goal of increasing annual investment and each company's appreciation of the partnership.
- Contribute to the development annual fundraising goal of \$24-30M per year by developing a portfolio of new prospects to support regional and national programs targeting companies capable of investing \$25,000 and above.
- Assist in research, creation and submission of pitch/proposal and reporting materials for potential partners.
- Cultivate, manage, support and track relationships with corporate partners and prospects within CRM
- Serve as the project manager for Strategic Partnerships, ensuring all special events, volunteer activities, thought leadership programs, etc. are executed professionally and effectively.
- Gather all relevant information (project plans, metrics, outcomes) pertaining to partner accounts

and take the lead on writing impact reports for corporate partners.

Qualifications

- Bachelor's degree or equivalent experience
- 2-3 years of experience in fundraising/nonprofit management or equivalent experience
- Experience in database management or data entry and adept at handling confidential donor information
- Demonstrated ability to multi-task and innovate effectively in a fast-paced, unstructured environment and produce results while being able to adjust to constantly changing circumstances, deadlines, and parameters with a positive and ambitious attitude
- Efficient and detail oriented with strong communication skills – both verbal and written; strong social skills required
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, state, and FBI
- Must be vaccinated against COVID-19 per CDC guidelines and able to provide proof of vaccination

Performance Expectations

- Translate broad goals into achievable steps
- Help set and manage appropriate expectations
- Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues
- Develop smooth and constructive relationships with people from all segments of the community
- Plan and meet deadlines.
- Demonstrate initiative and work as a team player.
- Adhere to the highest ethical standards in management, governance, and fund development.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development
- Provide effective leadership for staff and take full accountability for achieving departmental and organizational goals

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.