

**POSITION: Partnerships Manager (Full-time)**

**COMPENSATION RANGE: \$90,000 - \$120,000**

**BENEFITS: PTO; medical, dental and vision plans; retirement plan**

**THE OPPORTUNITY:** The Health & Wellness Coalition is a regional collaboration with backbone support provided by Collaboratory and involves dozens of partner organizations united around a common goal to transform Southwest Florida to be among the healthiest communities in the nation by exceeding the 90th percentile for Health Indicators (Length of Life and Quality of Life) by 2040.

**COLLABORATORY:** The Health & Wellness Coalition is part of a growing constellation of coalitions coordinated by Collaboratory to solve all of the social problems in Southwest Florida by 2040. Not one of them, but all of them, from hunger to illiteracy, racism to mental illness, isolation to injustice and the others, recognizing that they are all integrated, and that to solve any one of them you must address all of them, together, holistically, with a highly integrated approach. And recognizing, from experience, that any siloed approach on any single issue will fail.

This approach is based on a possibilities mindset, moving from scarcity to abundance that, in turn, requires us to use a highly inclusive approach to connect and coordinate innovators and problem-solvers. By definition, this work will be highly experimental and highly imaginative, with a learn-as-we-go mentality and a high tolerance for the unknown and a high tolerance for failure.

Our approach is based on six principles:

1. Build trust, navigate egos and competition;
2. Share meaningful data and information;
3. Commit to a powerful, holistic regional goal;
4. Coordinate the action;



5. Fund bandwidth, bandwidth, bandwidth for collaboration;
6. Make it turnover proof

This work is done through coalition building and connecting coalitions. What is it that we can do together that we can't do as individual organizations? This requires inverting the top-down command and control mentality of traditional organizational hierarchies to tap the power of networked forms of organization that are characterized by self-organized distributed leadership based on trust. The work is about network building, not organization building.

Successful coalition building is based on a set of Coalition Development Practices:

- Collaboration and Trust: Stakeholder Engagement
- Backbone Organization: Roles & Responsibilities
- Visualizing the System: Data and Social Issues
- Measuring Success: Goal Setting and Outcomes
- Do Something Together: Pilot to Scale
- Partnership Health: Values and Communication

The backbone organization is responsible for "holding" the system which includes:

- Guide vision and strategy
- Support aligned activities
- Establish shared measurement practices
- Build public will and own identity
- Advance policy
- Mobilize funding

Unlike traditional hierarchical forms of leadership, the backbone organization provides network leadership that is distributed and collective and based on trust and mutual interest. The backbone organization has strong commitment from its board and is committed to balancing and harmonizing its mission with the interests and mission of the Coalition. In this role, the backbone organization relinquishes power to the collective and embraces the ideas of possibility and abundance. Specifically, the backbone organization has responsibility to hire coordinator, (serving as the employer of record) provides administrative and operational support for a

Network of Organizations, maintains records and documentation of the Coalition, and is, itself, committed to continuous learning of the role of backbone to a Coalition.

**POSITION DESCRIPTION:** The Partnership Manager will serve as an integral part of the Health & Wellness Coalition team, providing backbone support to the regional collective impact initiative working transform Southwest Florida's health & wellness. Specifically, the Manager will focus on establishing sustainable partnerships that can provide funding so that resources are available to build capacity for the backbone organization. The Manager will be responsible for seeking and securing funding opportunities. The Manager must establish and nurture relationships among the Health & Wellness Coalition partners, understand the network at a systems level and become intimately familiar with existing projects and goals. In addition to the skills and strengths that would make a candidate effective at the duties described below, a successful candidate would have aligned values of servant leadership, systems thinking, and equity first.

## **ESSENTIAL FUNCTIONS:**

### **Partnership Building (75%)**

1. Identify potential partners for funding and technical assistance opportunities for backbone support, Health & Wellness Coalition's collaborative projects, and Coalition partners.
2. Provide leadership, project management, coordination and guidance to pursue funding opportunities for the backbone support or Health & Wellness Coalition projects.
3. Write proposals and applications as well as fulfill reporting requirements and coordinate communications.
4. Manage and coordinate consultants, including the coordination of related press releases, announcement, website updates, newsletter articles, etc.
5. Manage, coordinate, and support Health & Wellness Coalition team members.
6. Develop and manage RFPs, letters of understanding, reporting requirements, and monitoring of funding/programs passed on to partners.
7. Develop processes and procedures as well as organization systems for identifying, project managing and reporting for funding opportunities.
8. Develop and maintain working knowledge of Health & Wellness Coalition, it's mission, priorities, process, outcomes, projects and programs.

9. Provide an outstanding partner experience in all forms of communications.

### **Additional Responsibilities (25%)**

1. Participate in Collaboratory training and peer learning networks.
2. Participate in community events as a representative of Health & Wellness Coalition.
3. Promote the Coalition's public image and obtain public support for the mission.
4. Assist with planning, coordination, and execution of large coalition events, leveraging the events as opportunities to enhance or establish new partnerships for funding and to build the Coalition's capacity for systems change.
5. Support Health & Wellness Coalition Action Team leaders' in designing and executing meetings.
6. Performs other job-related tasks as assigned by Collaboratory leadership.

### **MINIMUM QUALIFICATIONS:**

1. Experience with writing and managing grants is required for this position. With that in mind a bachelor's degree and demonstrated experience, or transferable competencies in, project management, writing proposals, excellent customer service, and securing funding or the equivalent combination of education and experience would be useful. However, if you have a unique combination professional experience that you believe makes you perfect for this role, we would love to hear from you!
2. Strong interest in and desire to support and grow an equity-focused, entrepreneurial, and complex collaborative initiative to change Southwest Florida's health & wellness systems.
3. Knowledge of the Southwest Florida (Hendry, Glades, Charlotte, Lee, and Collier counties) region, community-based organizations, and organizations in the region related to health & wellness preferred.
4. Commitment to promoting student success to improve the economic and civic well-being of individuals, their families, and communities.
5. Self-directed and motivated starter with a positive attitude and ability to work independently while functioning well as part of a team.
6. Ability to thrive in a fast-paced environment and manage and meet multiple deadlines.
7. Ability to read, analyze, and interpret various reports, and conduct basic research.
8. Mastery of writing with attention to detail, i.e. grant proposals, reporting, emails and

correspondence.

9. Ability to coordinate, synthesize, instruct, check, or verify the work of others.
10. Outstanding communication skills regardless of setting, including in-person, virtual spaces, email, and text.
11. Skilled in interpersonal relationships, especially with building and maintaining collaborative partnerships and making individuals feel welcomed and valued.
12. Commitment to promoting student success to improve the economic and civic well-being of individuals, their families, and communities.
13. Highly skilled in the utilization and functions of Microsoft Office Products and web platforms.

**GRANT FUNDED POSITION:** This position is currently grant funded. The current grant that supports this position expires 3 years from the start date. While no assurances can be provided for future funding beyond this initial grant, the Health & Wellness Coalition routinely pursues and receives funding from grant and non-grant sources and will make every attempt to sustain this position beyond the term of the initial grant.

**AVAILABILITY:** Interviewing will start immediately and continue until the position is filled. Please email a cover letter and resume to [hr@collaboratory.org](mailto:hr@collaboratory.org).

*Collaboratory provides equal employment opportunities to all employees and applicants for employment in all job classifications without regard to race, color, religion, age, mental disability, physical disability, medical condition, gender, sexual orientation, genetic information, ancestry, marital status, national origin, veteran status, and other classifications protected by applicable state and local non-discrimination laws.*