



Social Venture Partners Minnesota Position Profile

About Social Venture Partners Minnesota

Social Venture Partners Minnesota (SVP) invests our partners' charitable dollars, time and expertise in social entrepreneurs who create better ways to solve social problems. We invest in social venture innovators who lead in the areas of: early childhood development, academic achievement for all children, access to post-secondary education for all students, and mentoring, coaching, service learning, career exploration, and other developmental opportunities for youth.

By opening minds, hearts and checkbooks, SVP provides rewarding experiences for our partners, their families and employees.

Position Title: Partner Engagement Coordinator

Summary Description: The Partner Engagement Coordinator (1) ensures that SVP partners are fully engaged in activities and projects that build the organizational capacity of investees and (2) assists the partner to achieve their personal development philanthropy goals. This position reports to the executive director.

Work Schedule: This is a 45 hours per week position. There is flexibility in the work schedule and work site location. Normal business hours are 8:00 am to 5:00 pm.

Scope of Responsibilities: The Partner Engagement Coordinator is responsible for the following functions and related tasks:

1. Partner Engagement: (percent of work content – 50%)
 - Manage the new partner on-boarding process
 - Develop partner profiles documenting partners' skills and interests and advise partners on how to engage with investees. Assist lead partners to recruit partners for work on investee capacity building plans.
 - Manage the investee capacity building process including administration of the Organization Capacity Assessment Tool, development of the Capacity Building Plan, Scorecard evaluation reporting, and mid-year progress review sessions.
 - Support the new investee selection process and re-grant process
 - Support Lead Partner and Executive Director Forums
 - Maintain the Salesforce.com database
 - Administer the DSI survey and partner satisfaction survey

2. Event planning and management: (percent of work content – 30%)
 - Support the EPCON annual conference planning team
 - Coordinate planning and execution of quarterly partner meetings
 - Coordinate planning and execution of partner education and social events
3. Communications and Marketing: (percent of work content – 20%)
 - Support the Communications Lead Partner in implementation of the MarComm Plan
 - Collect content for monthly newsletter and direct work of contract editor to distribute newsletter
 - Prepare and distribute event announcements
 - Distribute press releases
 - Update website content
 - Prepare and distribute the annual report
4. Other duties as assigned

Professional Competencies:

1. Excellent organizational ability with strong project management skills.
2. Ability to build coaching, supportive relationships with partners and investees.
3. Proficient with MS Office.
4. Prefer experience with Constant Contact
5. Database management. Prefer experience with Salesforce.com.
6. Web site administration and maintenance

Personal Qualities:

1. Personal commitment to social change through engaged philanthropy.
2. Adaptable and comfortable with multi-tasking
3. Strong work ethic
4. Collaborative work style
5. Works independently toward objectives without close supervision

Education and Experience:

This position requires a B.A. or B.S. degree, preferably in business administration or public administration. Some experience in program management required. Two or more years of experience in related field preferred.

To Apply:

Submit a resume and cover letter as an email attachment to Brad Brown at bbrown@svpmn.org. Resumes will be accepted until March 30, 2012.