



# FAMILY LEGACY

Live transformed.

## ***JOB DESCRIPTION***

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**1. General Job Title:** Director of Partnerships      **3. Classification:** Exempt      **5. Reports to:** Chief Development Officer

**2. Division/location:** Irving      **4. Position Type:** Support Raised      **6. Revised Date:** June 2020

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**6. Basic Function and Scope of Responsibilities:** The Director of Partnerships will identify, cultivate, solicit and steward relationships with churches, businesses and other institutions. This position will secure gifts-in-kind, volunteers, and financial contributions by communicating Family Legacy's events, programs, and mission/vision. An important entry point for these partnerships is often food packing events; as such the Director of Partnerships will be the primary coordinator of those events.

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**7. Principal Responsibilities:**

- *Represent Family Legacy in a positive, pleasant manner by providing excellent customer service at all times. Serves as a role model and adheres to Standards of Behaviors. Handles requests and concerns in a friendly, fair and impartial manner. Supports the Ministry's mission, vision and values*
- *Create, maintain and build relationships with local churches, businesses, and more to engage new audiences into the Family Legacy constituency.*
- *Contact current constituents to thank them for their contributions.*
- *Solicit partner as a financial partner for new and existing programs.*
- *Educate partner constituents on the impact of donor contributions and involvement.*
- *Travels locally as necessary.*
- *Update and maintain current information in Site Stacker.*
- *Recruit and manage volunteers.*
- *Coordinate and hosts Food Packing Events, as well as other partner events and requests.*
- *Make weekly contacts as directed by supervisor.*
- *Develop communication material in partnership with Communications & Marketing.*
- *Perform other job-related duties as assigned.*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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**8. Education Requirements:**

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| <input type="checkbox"/> High School Diploma or GED                    | <input checked="" type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Vocational School or some college courses     | <input type="checkbox"/> Master's Degree              |
| <input type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree              |
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**9. Training, Skills, Knowledge and/or Experience:**

- *Strong interpersonal/human relation skills*
  - *Project management skills*
  - *Ability to interact with diplomacy and tact amid influential constituents and diverse groups*
  - *Ability to maintain relationships with significant and influential individuals*
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- Ability to solicit donations (including gift in kind, financial contributions, services, volunteers, as well as physical items, etc.)
- Ability to demonstrate flexibility and adapt to various situations
- Ability to maintain high level of confidentiality
- Ability to be a team player
- Organized, detail-oriented and ability to multi-task and prioritize
- Pro-active and solutions-oriented eager to take on new challenges
- Able to communicate persuasively -- both orally and in writing.
- High energy and enthusiasm
- Able to strike the balance between working as a team as well as independently to manage individual work flow
- Be able to work under pressure
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#### 10. Supervisory Responsibility:

- No supervisory responsibility
- Provides guidance, leadership, or training to other employees or volunteers (no direct supervision)
- Directly responsible for supervising non-exempt, clerical, office administrative personnel or volunteers
- Directly responsible for supervising exempt, professional, technical employees or volunteers
- Directly responsible for supervising supervisory/managerial employees or volunteers

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#### 11. Working Conditions:

**Physical surroundings:** Computer, calculator and general office equipment.

**Adverse working environment** While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

**Physical Effort:**

- Occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel crouch or crawl; talk or hear; taste or smell. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. Family Legacy Missions International, reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

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