

Partner Development Coordinator

Position Summary:

This is a full-time position. Works under the supervision of the Director of Program and Partner Development. Leads the GCH team in on-boarding relationships with new nonprofit partners and churches in order to understand their needs and qualify them to receive donations. The Partner Development Coordinator's role is to identify the impact of GCH's non-profit partnerships and assist in ensuring the program continues to deliver on intended outcomes. Through daily interaction with partners, works to ensure the integrity and accountability of GCH's giving. Maintains a constant working knowledge of all donor programs, product restrictions, rules and regulations, security agreements, and MOUs.

Responsibilities:

- Introduces potential partners to Giving Children Hope and screens for potential partnership.
- Audits partner applications for completeness and adherence to mission. Enters partner information and manages database.
- Manages database and regularly shares relevant information, and reports with all departments.
- Ensures partner information is up to date including authorized partner representatives and their contact information.
- Oversees non-profit partners to ensure only qualified partners are eligible to acquire and distribute donated product.
- Screens partner reporting for integrity, transparency, impact, and adherence to mission.
- Identifies strong collaborative partners and shares their stories with the fund development team.
- Assists with program and partner development.
- Manages day to day partner relations with Director of Program and Partner Development. Identifies partners with high impact potential while cultivating collaborative relationships.
- Conducts periodic site visits to ensure partners are delivering intended outcomes in compliance with GCH guidelines.
- Works with Program Management and Logistics in order to promote impactful giving throughout our partner network.
- Assists with orientations, trainings, and workshops to ensure GCH partners with nonprofits and churches who are aligned with our mission to measurably affect poverty.
- Manages required donor reporting.

Qualifications:

- Excellent communication skills, both oral and written.
- Experience in database management.
- Proficient in all office applications.
- Detail oriented.
- Bilingual preferred.

Education:

Bachelor's Degree or equivalent work experience required.

Salary Range:

40,000 to 45,000 DOE

To apply please email jobs@gchope.org with your cover letter and resume. Thank you!