

Posting Date

April 5, 2024

Application Deadline

Open until filled.

Reports To

Executive Director

Hours

Exempt; Full-time with some weekend and evening time required

Location

Memphis and/or Virtual
(Hybrid organization)

Compensation

\$90,000 - \$100,000
commensurate with education
and experience

Who Are We:

A child's foundations in life and learning are essential to lifelong success. First 8 Memphis (F8M) was founded to build an early care and education system that will allow every child in Memphis and Shelby County reach their full potential by focusing on building a strong start during a child's first 8 years of life. We are an advocacy, coordinating and convening organization working across the age spectrum and programs that support young children and their families including: home visiting, childcare, Pre-Kindergarten (Pre-K) and Kindergarten - 3rd grade supports. F8M's early care and education systems building work is conducted in collaboration with the F8M Leadership Council and other stakeholders. F8M is governed by a highly regarded Board of Directors who partner with staff to help reach our community and organizational goals.

Responsibilities & Opportunities:

F8M seeks a collaborative relationship-oriented Senior Manager of Partnerships to help continue to build our strategic partnerships work. This role will support partner relations and fund development as we transition from being a start-up to a growth organization. The Senior Manager of Partnerships is an integral part of F8M's growing team and organization; and will work closely with the Executive Director to implement the strategic direction for F8M's partnership work. Principal responsibilities include:

Collective Action and Partner Relations (60-65%)

- Lead and convene the F8M Leadership Council, our collective action and advocacy collaborative effort, and collaborate with F8M's key partners, including early care and education (ECE) providers, parents, faith leaders, elected officials and others to work in accordance to our Early Childhood Plan to promote and provide high-quality ECE for children prenatal thru age eight (8) in Memphis and Shelby County.

- Collaboratively set partnership engagement and policy and advocacy goals for the organization and ensure critical milestones towards partnership targets are met by working with organizational partners and community stakeholders to improve alignment of existing services for young children and their families.
- Align with other local, state, and national ECE efforts. Particularly as it applies to the Bright Start TN initiative, system change and capacity building efforts.
- Develop a budget and operating plan for Partnership initiatives across the organization.

Fund Development (10-15%)

- Support building the internal infrastructure for F8M's fund development strategy.
- Manage and support grant submissions and reporting with Contracts & Compliance Manager.

Reporting & Communications (5-10%)

- Prepare regular communications and reports for internal and external stakeholders.
- Ensure goals and targets are tracked and benchmarked by producing accurate and timely reporting.
- Collaborate with the Marketing and Communications Associate to develop communications that promote and advance the work of F8M.

F8M Senior Leadership (5-10%)

- Collaborate with the Senior Leadership Team to create and implement strategic planning at the organization level.
- Represent F8M at local, statewide and national functions.
- Attend Board of Directors, Board subcommittees, and Advisory Committees as assigned; liaise with Board of Directors Development and Sustainability Committee.
- Procure, manage, and/or supervise contractors, consultants, fellows, and/or staff as needed (at a future date).

Perform other duties as assigned

The F8M Candidate

The ideal team member describes themselves as a self-starter who's ready to roll-up their sleeves and work in a start-up, small organization environment. For this role, you must enjoy a mix of work with a high degree of autonomy and collaboration, and possess an entrepreneurial spirit. You also demonstrate experience building relationships with key stakeholders and mobilizing collaboration and convening practices as part of larger coalition building.

You have strong and agile decision-making and may have some conflict resolution skills. You can create and track plans, processes, and systems that advance the work of Partnerships both strategically and tactically. You are aligned with F8M's vision, mission and values; and, have deep empathy and commitment to addressing issues and challenges faced by Black and Brown and other under-invested communities, families, and young children in Memphis and Shelby County.

WHAT WE ARE LOOKING FOR

- Leadership skills and experience, including managing teams and direct reports, volunteer programs or community-based initiatives involving different disciplines, experiences and interests.
- Exceptional written and verbal communication skills and strong attention to detail, experience with meeting facilitation, public speaking and making cogent and convincing presentations.
- Demonstrated commitment to equity, diversity and inclusion and understanding of community needs and strategies to promote community impact.
- Proven ability to use metrics to drive development decisions and achieve strategic objectives.
- Proficient in Microsoft Office Suite, Google Suite applications, Social Media, and web-based applications, platforms, and browsers.
- Knowledge of fundraising best practices and compliance requirements.
- Preferably possess knowledge of holistic early childhood development, including infant and early childhood mental health, systems and policy.
- Prefer Memphis native with extensive relationships in the community and able to travel around Shelby County, across the state, and nationally.

EXPERIENCE

- Minimum of 5 years of experience with building and maintaining action-oriented. partnerships including collaborative convening and movement building.
- Minimum of 5 years of successful management experience.
- Minimum of 3 years of experience in fundraising or related fields.
- Bachelor's degree in nonprofit management, education, early childhood development, business/public administration or related field or equivalent experience.
- Prefer, graduate degree in nonprofit management, education, early childhood development, business/public administration or related field.

Our Commitment and Compensation

Workplace Commitment: F8M is committed to an inclusive, fair, and equitable workplace where everyone is respected and valued as a member of the team. We strive to attract, develop, and retain exceptional people that reflect the diversity of the children and families we serve; and to create a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.

What We Offer: The salary range for this role is \$90,000 - \$100,000, commensurate with experience. Benefits include standard health, dental and 401K retirement plan, with a match, and a professional development stipend. F8M offers a hybrid work environment and a generous holiday schedule, including office closure for the last week of December. F8M offers a hard-working, friendly and committed team of colleagues.



New employees will be on a ninety (90) day introductory and probationary period. This period serves two (2) purposes: it allows you, as a new employee, to evaluate your job, work group, supervisor and colleagues and to decide whether to remain in employment and it allows your supervisor the opportunity to evaluate your performance and to decide whether to retain you as a regular employee, extend your introductory status, or terminate your employment.

Join Our Team: Please send your cover letter and resume to opportunities@first8memphis.org with the subject line: "Senior Manager of Partnerships - Your Name". Final candidates who work with young children and/or have proximate reach to young children are subject to background checks. Final candidates who work with young children and/or have proximate reach to young children are subject to a background check and initial drug screening.

Information provided during your candidacy for employment and during your tenure is relied upon as being accurate. Any misrepresentations, falsifications, or material omission of information or data at any time may result in termination.