

Job Title: Director Community Partnerships

Job Summary:

The QUEST Director of Community Partnerships (DCP) is responsible for all facets of business development including grant administration, donor engagement, philanthropic participation, alumni relations, marketing, communications and events. The DCP cultivates and builds effective corporate, governmental, business and individual relationships essential to the Project QUEST mission. The DCP communicates about programs, events and other local activities to build brand equity/reputation. The DCP develops a comprehensive fundraising campaign in support of stated business objectives, participant outcomes and mission fulfillment. The DCP maintains a highly visible external presence and coordinates development efforts through regular contacts and/or meetings.

Reports to:

President / Chief Executive Officer (CEO)

Job Duties:

- Partner with President/CEO developing and executing approved strategic/business plans.
- Facilitate Board engagement through executive interactions, planning and committee assignments.
- Cultivate relationships with corporate, community, governmental and individual/alumni partners.
- Develop plans/campaigns to retain donor base, steward new contributors and diversify fundraising.
- Manage a continuous grant-making pipeline process to enable sustained service delivery.
- Oversee brand identity through various communication, marketing and social media strategies.
- Represent Project QUEST in various public settings.
- Maintain timely and accurate data management/reporting practices.
- Manage selection, training, development and performance of direct reports.
- Promote organizational integrity, financial stewardship and inclusive work environment.
- Serve as role model for Project QUEST cultural pillars (A-D-E-P-T)
- Perform other duties as assigned.

Desired Skills:

- Leadership behaviors that engender trust, confidence and collaboration.
- Build high performing teams and deliver quality results.
- Possess excellent written, interpersonal and verbal communication skills.
- Able to develop organizational/strategic plans and measurements.
- Lead continuous learning and adaptable to work/process change.
- Able to lead in a highly collaborative and team-oriented environment.
- Serve effectively and engage a diverse community.
- Proficient in MS Office, workforce management and social media platforms.

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Minimum Requirements:

- Bachelor's Degree or equivalent experience in human resources, public administration, social science, business or related field.
- General experience in business development, public relations, customer/vendor relationship management.
- 5 years - technical experience in marketing, communications, donor relations, grant development, fundraising, campaign planning, external relations or social media strategies and measures.
- 2 years - leadership experience in marketing, communications, fundraising, external relationship management or people/team management.
- Working knowledge of strategic/operational planning, employment and training programs, federal, state and local regulations.
- Working knowledge of San Antonio/Bexar County workforce development, labor market and political/governmental landscape.
- Must reside within Bexar or surrounding counties.

Preferred Education and Experience:

- Master's Degree or equivalent experience in human resources, public administration, social science, business or related field.
- 7 years - technical experience in marketing, communications, donor relations, grant development, fundraising, campaign planning, external relations or social media strategies and measures
- 5 years - leadership experience in marketing, communications, fundraising, external relationship management or people/team management
- Non-profit industry experience

Benefits:

- Competitive market-driven base pay
- Excellent healthcare benefits including 401K
- Generous PTO and paid holidays
- Remote and flexible work schedules
- Professional growth opportunities
- Inclusive team-oriented environment
- Nationally recognized, mission-driven organization

Please send resumes to david@questsa.org

