



# Partnership Manager, MDC Rural Forward

*Job Description - June 2022*

MDC, a nonprofit in Durham, N.C., focused on shaping a South where all people thrive, seeks a Partnership Manager to advance the MDC Rural Forward community resilience portfolio. This role will implement projects that build community-led capacity to plan and partner with local government toward long-term recovery and resilience. Additionally, this role will work to strengthen connections between community-based organizations and governments. Issues include the American Rescue Plan Act (ARPA), long-term disaster recovery, and environmental justice.

## **Primary Responsibilities**

1. Manage relationships, subcontracts, and convenings with a diverse network of statewide and community-based partners, mostly but not entirely focused on ARPA. (30%)
2. Support project transparency and accountability by tracking and reporting on internal and external progress toward objectives in written and verbal forms for multiple audiences. (25%)
3. Provide an array of community-based, community-led technical assistance services. These may include facilitating (in-person and online) and documenting meetings, leadership coaching, policy analysis, and advocacy campaign development. (20%)
4. Supervise, coach, and manage a part-time Program Assistant (15%).
5. Other duties as needed to advance the broader mission of MDC Rural Forward that will be identified in partnership with MDC Rural Forward leadership. (10%)

## **Desired Qualifications**

1. Relevant experience with government agencies and leaders at the local, county, or state level and/or policy experience.
2. 5-7 years of professional and academic professional experience in fields related to one or more of the following: program management and evaluation, community development, organizational and leadership development, public administration, public health, or community organizing.
3. Strong project management and customer service skills that are supported by the ability to write and speak clearly and concisely with a variety of stakeholders, think creatively, and lead collaboratively.
4. Experience with process facilitation, conflict management, coaching, or policy campaigns.
5. Advanced ability to leverage technology to achieve our objectives, including Microsoft Office 365, Zoom, SurveyMonkey, Adobe Acrobat, and social media.
6. Alignment with our values of *People, Power, Progress, and Partnership*; including a mature understanding of equity and associated concepts, the power of community-led systemic change, and an interest in rural and other communities in the margins. Successful candidates will be committed to advancing diversity, equity, and inclusion in all internal and external work.

7. Comfort leading group meetings or meeting with community partners in-person and virtually with possible travel within the state 3-4 times per month.
8. Proof of Covid-19 vaccination is required for MDC employees, though exceptions may be granted based on individual circumstances.

### **Team Culture**

This position reports to the Program Director for Community Resilience. We work in collaboratively to identify shifting priorities and produce excellent work toward a clear set of individual and collective objectives as a team and as part of MDC. Our days are often full, but we take steps to maintain our own personal resilience. We work varying in person, virtually, and in hybrid formats. Office space is available in our Durham, NC office, and we come together for team meetings every other week. Otherwise work from home and travel to meet our partners across North Carolina (1-2 days per week) is the norm.

### **Pay/Benefits:**

The hiring salary is \$61,500. This position will be a full-time exempt position and is eligible for a full package of benefits including health, dental, and vision insurance; short-term and long-term disability; life insurance; vacation, sick, and personal leave; and paid retirement account contributions.

### **To Apply:**

[Please submit a cover letter addressed to MDC, resume, and three references on our website via JazzHR.](#) As part of the interview process, candidates will also be asked to complete a short task to demonstrate writing skills (approximately 30-45 minutes).

Applications are reviewed on a rolling basis, with the first round of 60-minute interviews on Zoom scheduled to begin Monday, August 1, 2022.

The anticipated start date for this position is September 1, 2022.

Questions about the application process can be emailed to [RFwdInfo@MDCinc.org](mailto:RFwdInfo@MDCinc.org).

*MDC is proud to be an equal opportunity employer, and as an organization committed to diversity and equity, it is our policy to provide an equal employment opportunity to all individuals without regard to age, color, race, religion, national origin, disability, military/veteran status, sex, gender, gender expression, sexual orientation, or status in any other group, protected by federal or local law or for any other reason. We encourage applications from people of color, women, the LGBTQ+ community, and members of underrepresented groups in order to effectively achieve our mission. Reasonable accommodations are available on request. For more info about MDC, go to [www.mdcinc.org](http://www.mdcinc.org).*