



Director of Partner Development

The Catalyst for Educational Change (CEC) collaboratively strengthens systems, so all learners thrive. Utilizing continuous improvement practices and deep collaboration to help educational systems build internal capacity, create better outcomes, communicate with leadership, and re-think our children's futures.

POSITION SUMMARY:

The Director of Partner Development is a goal-oriented, seasoned educational advocate who thrives in supporting educational systems through enrolling new educational clients in CEC core services and matching funders to CEC's initiatives. This executive leader is a visionary who knows the educational landscape and can listen to prospective clients and align CEC resources to clients' needs and advance CEC's Change Model in the field. This position will support CEC's mission by sharing their passion about education and improving the lives of students and educators. This executive role will be a key driver for CEC's growth and scale strategy; partnering with the Executive Director in meeting total agency revenue targets.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following statements reflect the general details necessary to describe the major functions of this position and are not intended to be a detailed description of all the work/functions that may be required. Other duties may be assigned. Individual will work a varied schedule based on client needs.

Strategic Leadership

- Responsible for creating and executing a comprehensive strategy and implementation for partner districts that aligns to the key needs associated with CEC Change Model with defined metrics year over year.
- Be accountable for results outlined in the CEC strategic plan and annual partner enrollment forecast. Foster a sense of accountability for results in partners and CEC staff.
 - Work with partners to develop a set of performance measures with a key outcome goal of each contract worked to 90% completion.
 - Provide coaching for partners/ CEC staff in conducting improvement cycles.
 - Establish personal and group norms that allow partners and CEC staff to feel highly accountable.
- Responsible for organizational direction with the collaboration of the Executive Director that aligns mission with partner needs driving impact and growth goals in parallel.
 - Provide leadership, mentorship, and support for external partners and staff.
 - Align work across roles, set the business development department strategy, and execute on that strategy in collaboration with CEC staff team.
 - Provide content to marketing and resource development teams to broaden awareness and enhance the growth/ enrollment cycle.

Partner/ Client Growth & Support

- Strengthen CEC's competitive positioning in K-12 education space by identifying and securing new sectors through strategic partnerships and enterprise engagements resulting in increased revenue.
 - Maintain long-lasting, strong relationships with clients while partnering with them to better understand business objectives and needs.
 - Understand industry-specific trends and key emerging markets for CEC's growth opportunities.
 - Build a strong growth pipeline to drive new logo clients to CEC and CEC's educational offerings in collaboration with the field staff team, including through professional networks, referrals and /or convenings increasing CEC's new client base.
 - Position CEC to receive funding for mission-driven projects through funders and/or philanthropic giving resulting in the acquisition of new opportunities annually.
- Develop and evaluate revenue metrics and reporting for tracking success and meeting annual quota.
- Expand CEC's presence with clients in core market areas through education and collaboration opportunities resulting in an increase in CEC's new client base.
 - Recommend marketing strategies to target ideal clients and key markets.
 - Oversees the documentation that drives client education, marketing, and pitch opportunities for key market positioning.
- Collaborate with internal teams to secure new contracts and fulfill at least 90% of contracted work.
- Confer with the leadership team to discuss issues, coordinate activities, or resolve problems.
- Responsible for performing all work tasks in a safe, professional manner and in accordance with organizational policies and procedures.
- Provide client support activities and direct services acting as a liaison between clients and staff. Ensure client, partner, and staff satisfaction goals are met.
- Attend CEC events and functions to represent CEC in public venues, and conferences.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B.A.) in education from four-year college or university
- Proven experience in K-12 consulting and program management
- Proven sales and/ or donor experience to government/ education sector, preferred
- Excellent follow-up and relationship-building skills
- Proficient in Microsoft Office suites and Google G-suite.
- Proficient in virtual collaboration and communication

LANGUAGE SKILLS

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, of members of the business community.
- Ability to write sales proposals, speeches and articles for publication that conform to prescribed style and format.

- Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

- Ability to apply financial concepts to day-to-day reporting, staffing, licensing. Examples include financials, budgets, projections and board reporting on numbers relating to the overall health of the organization.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

- Ability to stand is less than 1/3 of the time.
- Ability to walk is less than 1/3 of the time.
- Ability to sit is greater than 2/3 of the time.
- Ability to use hands greater than 2/3 of the time.
- Ability to reach with hands and arms less than 1/3- 2/3 of the time.
- Ability to climb or balance is less than 1/3 of the time.
- Ability to stoop, kneel, crouch or crawl is less than 1/3 of the time.
- Ability to talk and hear is greater than 2/3 of the time.
- Ability to push or pull up to 25 pounds is less than 1/3 of the time.
- Ability to lift to 25 pounds is less than 1/3 of the time.
- Ability to use close vision (20 inches or less) is greater than 2/3 of the time for computer work.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is moderate.
- The normal work environment is an office environment.
- Ability to travel to client sites up to 40% of the time.

If you are interested in applying please submit a cover letter and resume to info@cecweb.org