



Director, Partnerships and Corporate Engagement

Position:

Leadership Montgomery (LM) seeks a full-time **Director, Partnerships and Corporate Engagement** to join its growing team as this dynamic organization approaches its 30th Anniversary year.

How to Apply:

Candidates must e-mail a cover letter, resume, and salary expectations, to dana.pauley@leadermont.org with “**Director, Partnerships and Corporate Engagement**” in the subject line. Phone calls WILL NOT be accepted.

Qualified candidates will be extended an invitation to interview. Please do not call or e-mail LM staff members for an update to your application.

Who we are:

For nearly 30 years, Leadership Montgomery has built bridges between the private, public, and nonprofit sectors of Montgomery County, Maryland to improve the community – the neighborhoods people live in and the business they work in. Today, we provide five curriculum-and service-based programs: CORE, Emerging Leaders, Senior, MoCo Insider and our Corporate Volunteer Council, as well as our post-graduate programming, and special events. We have a small office staff with a “family” atmosphere. The work atmosphere is high energy and never dull. Additional information about our organization may be found at our website: www.leadershipmontgomerymd.org

What you will be doing:

Reporting directly to the Vice President, Philanthropic Investments, the Director, Partnerships and Corporate Engagement is responsible for creating and directing all corporate volunteer engagement programs, including planning, organizing, staffing, leading, and controlling program activities. The Director, Corporate Engagement Programs is the primary point of contact for internal and external constituencies on all matters pertaining to corporate volunteer programming.

The Director, Partnerships and Corporate Engagement must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Director, Partnerships and Corporate Engagement will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities.

Responsibilities for this position include (but are not limited to):

Corporate Engagement:

- Keep current on relevant community issues facing Montgomery County for programming purposes, corporate volunteer strategies and techniques, and curriculum development strategies that meet LM's mission
- Provide structured volunteer and community engagement opportunities to Montgomery County businesses including: helping design or implement employee volunteer programs (EVP) through customized support (services include identifying business goals, assessment of employee interest, policy development, and guidance on EVP communications and messaging); and board match programming
- Conduct a strategic evaluation of existing corporate engagement offerings to assess the strengths of the program and to identify areas for improvement
- With support from the Manager, Events and Special Programs, provide customized project management of coordinated volunteer opportunities for businesses and partners
- Peer Learning Sessions: Manage and facilitate quarterly peer learning sessions for businesses
- In partnership with the Director, Membership and Marketing, promote the service accomplishments of the Corporate Volunteer Council program and corporate partners through communications and recognition events (including annual Corporate Volunteer Awards Luncheon)



- Cultivate and maintain strong relationships with allies and partners including government entities, business associations
- Build new partnerships via prospecting, outreach, and cultivation
- Develop and maintain a portfolio of corporate partners invested across corporate engagement and Leadership Montgomery program offerings
- Deepen engagement across existing partners to grow CVC program participation

Community Engagement:

- Cultivate and maintain strong relationships with Montgomery County nonprofits
- Own relationship oversight, engagement, and management of community partners
- Develop and leverage an external network of nonprofit and government resources that can be called upon for service opportunity connections and information
- Develop and manage biannual community needs conversations around pertinent Montgomery County topics

Executes on Commitments:

- Creates clear strategic priorities for corporate volunteer council program
- Establishes and monitors success metrics against established criteria and benchmarks
- Executes decisions with the goals and vision of Leadership Montgomery in mind; acts as a representative of LM both internally and externally
- Write reports on program accomplishments for management, funders, and grant requests
- Manages program committees

Required Qualifications and Necessary Skills

- **Technology**
 - Experience with constituent relationship management systems required (NEON preferred); and
 - Complete proficiency in Microsoft Office programs including Word, Excel, and Outlook.
- **Relationship Building**
 - Sophisticated people management skills, including the ability to inspire and support our volunteers
 - Capacity to collaborate creatively, sensitively, and professionally with a diverse, highly educated staff, Board members, volunteer corps and members of our organization, and
 - Professional approach and willingness to support the team fully, including peers and leadership, to fully meet the needs of a growing Leadership Montgomery

Preferred Qualifications and Skills

This is an extraordinary opportunity for an individual with corporate engagement experience to grow and further develop the program. The successful candidate will lead program events, partner with the Vice President, Philanthropic Investments to facilitate the Corporate Engagement Programs, and work collaboratively with a high-performance team.

- ❖ 3+ years of Corporate Volunteer experience
- ❖ Extensive knowledge of Montgomery County businesses and nonprofit organizations
- ❖ Ability to work with C-suite and senior executives, and multiple stakeholders; ability to create executive ready content for company and leadership volunteer programs
- ❖ Strong writing skills, with experience in social media, engagement, and community building
- ❖ Ability to manage multiple, complex priorities within demanding timeframes
- ❖ Highly organized with the ability to manage logistics/processes
- ❖ Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors
- ❖ Demonstrated proactive approaches to problem-solving with strong decision-making capability
- ❖ Experience and interest in internal and external communications, partnership development, and fundraising
- ❖ Proficient in Microsoft Office (Outlook, Word, Excel, Access, and Publisher), Adobe Acrobat, Constant Contact, and Social Media web platforms



Position Type and Expected Hours of Work:

- Full-time salaried position; benefits provided
- Standard work week but may be required to work some evenings and weekends
- Usually works in an office environment but the mission of the organization may sometimes require a non-standard workplace