

## **Partnership Manager**

High School District 214 is seeking a Partnership Manager to develop and support strong community and industry partner relationships in support of student workplace learning opportunities and related experiences. The Partnership Manager's primary responsibility is to lead and coordinate District stewardship of industry partners and making connections with schools and staff allowing students to discover various career pathways and what life could look like beyond high school. Working for District 214's Teaching and Learning Department, the Partnership Manager will work with the District's Community Engagement and Outreach Department, District 214 Education Foundation, and schools as a primary liaison between partners/businesses and district staff to enhance and develop programs and student opportunities.

### **General Responsibilities:**

This work will include:

- Effective stewardship of partners/businesses;
- Discussions with partners/businesses regarding new opportunities for engagement within the District;
- Creation of new engagement opportunities;
- Provide consistent and comprehensive communication with the Community Engagement and Outreach Department, the District 214 Foundation and District 214 schools;
- Ensure partners and prospective partners are meaningfully engaged within District 214; stewarded toward future engagement in cases of new leads; and transitioned to the next level of engagement;
- Initiating and driving the development of district partnerships in support of work-based learning experiences and the associated systems needed to streamline operations and ensure partners remain engaged with the District.

### **Qualifications:**

- Bachelor's Degree
- Experience in business development, marketing and project management.
- Strong communication, coalition building and teamwork skills.
- Demonstrated passion for supporting youth and career education.
- Proven track record of success in partner stewardship or client management, business development, and systems design and implementation.
- Possess a deep desire to learn about and connect with District 214's schools and its communities.

**Length of Contract:** Full Year/260 day assignment