JOB DESCRIPTION

Manager, External Affairs

Category: Full-time, Exempt
Supervisor: Vice President, Advancement

Job Purpose

Under the direction of the Vice President of Advancement, the Manager of External Affairs serves as a representative and liaison to the Foundation's diverse group of stakeholders, helping to increase awareness and develop positive relationships to further the goals of the organization. This position is also responsible for the management, promotion, and execution of meetings and events, manages corporate sponsorship opportunities and the Chancellor's Circle networking program, and functions as the primary liaison to the Network of California Community College Foundations (NCCCF). The Foundation's Advancement team oversees fund development, marketing and communications, and external relations; this position represents an exciting opportunity for an external affairs expert, with a solid background in corporate sponsorships and event management, to be a part of a high-functioning Advancement team and an innovative non-profit organization that supports the largest system of higher education in the nation.

Essential Job Duties/Responsibilities

- Manage all aspects of planning, coordination, and execution of events including timelines, budgets, and vendor and sponsorship relationships; will work with the Advancement team, Foundation staff, and external stakeholders, as necessary, to ensure these events are successful.
- Oversee the Foundation's statewide Chancellor's Circle program, responsible for growing membership and sponsorship, promoting events, planning and coordinating events, and serving members
- Serve as the primary liaison to the Network of California Community College Foundations (NCCCF), attending meetings, participating in strategy discussions, assisting with the annual conference, and managing the annual membership drive
- Manage the Foundation's corporate sponsorship strategy and relationships, and increase corporate support for the Foundation's mission
- Staff and represent the Foundation at a number of events, conferences, and a number of community-college related functions, and support the Foundation in other aspects of third-party outreach
- Promote the Foundation and its initiatives, programs, services, and events to various partners and audiences
- Represent the Foundation with key constituent groups including the California Community Colleges, their districts and foundations, corporate partners, funders, fiscal sponsorship partners, members of the California Community Colleges Chancellor's Office and Board of Governors, other community college

organizations, and other audiences or stakeholders with whom the Foundation conducts business
- Support the Foundation's web and social media presence
- Provide support for general Advancement activities including helping to identify new funding and program opportunities, and assisting with special projects

Supervisory Responsibilities
May provide supervisory assistance for supporting members of the Advancement team.

Level of Supervision
Receives general direction as to position goals and achievement of those goals. Evaluated based on the successful achievement of position and individual goals.

Knowledge, Skills, and Abilities
- Familiarity with the California Community Colleges and system partners and stakeholders
- Excellent oral and written communications skills essential
- Ability to develop, maintain, and promote strong internal and external relationships
- Exemplary interpersonal skills, with the ability to represent the organization with professionalism and integrity
- Solid presentation skills, with the ability to present information in an easy-to-understand way to internal and external stakeholders
- Ability to work well, accurately, and professionally under stressful, high visibility situations
- Ability to excel in a fast-paced environment with changing priorities and deadlines
- Ability to establish goals and develop strategic plans with identifiable outcomes, measures, and implementation timelines
- Ability to collaborate with a team; comfortable with abstract brainstorming to develop concrete points of action
- Strong initiative, with resourceful problem-solving instincts
- Strong attention to detail, ensuring that all communications, deliverables, and projects are accurate, professional, and audience-appropriate
- Ability to proactively identify opportunities, and execute strategies to take advantage of such opportunities
- High proficiency with Microsoft Office Suite, database-related software applications, and other standard office software and equipment required
- Ability to exercise good judgment and effectiveness
- Ability to learn quickly and gather and analyze information skillfully
- Ability to travel for business purposes and be available during evenings and weekends

Education and Experience
- Relevant Bachelors (BA/BS) degree or equivalent related experience required.
- Minimum of 5 years of related experience in external affairs, event management and promotion, and corporate sponsorships.
- Experience in an education or non-profit environment a plus

Working Conditions and Travel
This is a full-time position, 40 hours a week, with additional hours as needed to address the needs of the organization. Up to 20% overnight travel may be required.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent lifting of materials (20 lbs or less), occasional lifting of items 20 lbs+
- Ability to work at a computer workstation for periods up to 4 hours at a time
- Ability to speak on the telephone for a total of up to 3 hours per day
- Ability to sit for up to 3 hours
- Ability to operate personal vehicle for Foundation business and possess current valid California driver's license and insurance.