

RANGE N05

**JTC NO. CX0
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: **Manager, Partner Alliances**

DATE PREPARED: **Spring 2008**

DATE REVISED: **Spring 2009; Summer 2012; Fall 2013; Fall 2016**

GENERAL SUMMARY:

Responsible for developing, managing, supporting and coordinating initiatives with community partners including schools, organizations, corporations, volunteers, and entertainment/event industry management to meet departmental outreach goals and objectives.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Initiates, develops, maintains and expands relationships with partners through communication, preparation of proposals, budget development, project monitoring, feedback and recognition.
- Develops relationships in support of partnerships, access, education, cultural/diversity goals and initiatives, and in resource development for community reinvestment. Manages initiated partner agreements, contracts, regulations and related documents. Establishes contact with community agencies and organizations to promote DCCCD and serve the educational needs of identified populations.
- Coordinate with District Marketing the production of all second language materials including print advertising, broadcast, brochures, correspondence, website content and DCCCD related materials to ensure a uniformed message in the second language is conveyed to the public.
- Responsible for developing, coordinating and implementing specific events and activities, resulting in outreach to underserved communities. Prepares and delivers bilingual presentations for education outreach programs to varied groups including potential students, parents and other stakeholders.
- Serves as liaison between District Office of Educational Partnerships and partner representatives.
- Interprets feasibility of relationships; communicates fiscal and legal responsibilities to director and related district personnel; establishes project budgets and requirements; negotiates costs and awards.
- Works with staff, partners, sponsors, and volunteers to set and achieve partnership and project/program goals.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Continues ongoing education and enrichment in philanthropy and cultural/community corporate developments and information.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

First level supervisor is the Director, Outreach & Recruitment, second level supervisor is the District Director, Outreach.

PHYSICAL EFFORT REQUIRED:

Ability to lift and carry moderately heavy materials weighing up to 20 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus six years of grants management, partnership development and management, project management, and/or extensive event planning and coordination experience or Associate's degree plus eight years of grants management, partnership development and management, project management, and/or extensive event planning and coordination. Ability to develop and manage contracts and sponsorships. Demonstrated experience in planning and executing community outreach activities, partnership development, and management, and project management. Must be fluent both orally and in writing in the designated foreign language. Ability to develop content and publish bilingual web pages with experience in concept development for print, TV and radio advertising in a foreign language. Advanced knowledge of computer technology to access data, maintain records, generates reports and communicates with others. Excellent verbal and written communication skills to communicate effectively with individuals from diverse backgrounds both from within the District and external organizations. Requires a valid driver's license and the ability to travel as required between multiple District locations. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.

ccp: 06/03/08
revised: 04/2009 – adhoc -msv
revised: 08/2012 – emm
revised: 09/2013 – emm
revised: 06/2015 - emm
revised: 12/2016 - emm
ADA/tmm 04.16.19