

SHOES THAT FIT
Position Description

Associate Manager of Strategic Partnerships

Job Title: Associate Manager of Strategic Partnerships
Reports to: Associate Director of Strategic Partnerships
Status: Full Time / Non-Exempt
Salary: \$25 per hour

Shoes That Fit, an award-winning and highly respected national non-profit that provides brand new athletic shoes to children in need, seeks a talented professional to join us in the position of Associate Manager of Strategic Partnerships.

Key responsibilities: The Associate Manager of Strategic Partnerships (AM) will focus on Strategic Partnerships and provide support to the Associate Director of Strategic Partnerships in overseeing the day to day operational workflow of the Strategic Partnerships team. This role will be responsible for providing much needed support as we work towards expanding the reach of our program and strategic partnerships during an exciting time of growth for the organization as we endeavor to double the number of children we help throughout the country.

Major responsibilities include:

1) Partner Communications:

- Facilitate ongoing communication with Strategic Partners and prospects, including scheduling pre-delivery meetings, developing meeting agendas, and coordinating mutually beneficial dates for deliveries to effectively prepare necessary team members and corporate partners for each event.
- Coordinate Public Relations with PR firm and social media interface, as required.

2) Event Management

- MANDATORY TRAVEL REQUIRED TO NATIONWIDE EVENTS THROUGHOUT THE YEAR.
- Coordinate with school staff and strategic partner volunteers.
- Order shoes for events, label boxes, and arrange for cost-effective delivery to sites.
- Manage photography/videography and other in-event components.
- Effectively execute and oversee the development and distribution of pre-event materials, such as run of show, schedule of events, etc.
- Execute and oversee a signage plan for each event. This will include pre-event planning and post event analysis.
- Act as Shoes That Fit media representative on-site for interviews with press as needed.

3) Team Management and Operations

- Support operations set by Manager regarding workflows, processes, and procedures.
- Track day to day workflow of team members.

- Assist Assoc. Director in developing, maintaining, and distributing marketing collateral and materials for strategic partners and prospects as necessary and as requested.
- Provide assistance with training and onboarding new hires and team members on new projects, processes, and procedures as needed.

Qualifications:

- Bachelor's degree from four-year college or university and 3 to 5 years related experience and/or training, or equivalent combination of education and experience.
- Excellent attention to detail, organizational skills, and ability to manage multiple tasks with competing timelines at once.
- Event coordination, sales, and/or account management experience preferred.
- Salesforce experience preferred.
- Proficiency in Microsoft Suite (Word, PowerPoint, Excel). Constantly operates a computer and other office machinery; must be able to remain in a stationary position for 50% of the time.
- Must be a self-starter, yet able to work as a team player and take on other projects, as needed.
- Experience managing volunteers is helpful, but not required.
- Experience working in a non-profit environment preferred.
- Ability to travel nationwide, including some weekends for shoe delivery events in support of preparing and executing Strategic Partnerships deliveries and marketing initiatives as directed and pre-approved by the Associate Director.
- Sense of humor and love of children, required!

How to Apply:

- Email a cover letter indicating your interest in and qualifications for the position, along with your resume, to admin@shoesthatfit.org. No phone calls, please.