



JOB POSTING

Director of Community Partnerships

The Director of Community Partnerships is responsible for promoting Prime Time's mission to help children and youth succeed by strengthening and expanding quality in out-of-school field by cultivating, building and maintaining collaborative partnerships and relationships with community stakeholders, including out-of-school time providers, expert content providers and other nonprofits with synergistic goals. The Director of Community Partners (and team) provides valuable information on the range of Prime Time's services and supports, and serves as a connector between out-of-school time providers and external and internal resources. It is important in this role for the incumbent to have experience in fostering equity and inclusion in previous work. For Prime Time, equity means providing the necessary supports and services to out-of-school time programs and practitioners to help them be successful by identifying and addressing barriers to succeed.

MAJOR DUTIES AND RESPONSIBILITIES

This description reflects the essential functions of the position. The employee is expected to perform these and other job-related duties as may be required. Additions, deletions or changes may be made to this description at any time, without prior notice.

1. Works with community stakeholders and content experts in the field to cultivate, build and direct all aspects of work related to maintaining and expanding relationships and contracts with Expanded Learning Opportunity (ELO) providers. Serves as primary contact to the ELO providers, building connections with and between this network of organizations serving Palm Beach County children and youth.
2. Plans, coordinates and facilitates ELO partner meetings to share best practices in youth development, foster collaborative strategies and explore innovative practices. With an eye toward equity, seeks out new ELOs, which will provide children and youth with enriching and diverse activities.
3. Oversees the ELO Requests for Proposals (RFP) process, as well as the annual monitoring of ELO providers for programmatic compliance.
4. Actively participates in appropriate Birth to 22: United for Brighter Futures youth master plan action teams.
5. Works in partnership with other departments to plan and lead out-of-school time community and practitioner events, including Prime Time's annual Afterschool Symposium, Lights On Afterschool and various networking/informational events/meetings throughout the year.
6. Works with president/CEO and chief program officer to advocate for the out-of-school time field, including developing strategies and opportunities for municipal leaders to understand and endorse the importance of high quality out-of-school time experiences.

7. Responsible for written reports and presentations related to the Community Partnerships sphere of responsibility.
8. Oversees Prime Time's Community Partnerships Team, which includes the completion of annual performance reviews and individual learning plans that increase individual skills and organizational effectiveness.

GENERAL DUTIES

- Attends team, and Prime Time staff meetings.
- Attends Prime Time Board of Directors, Program and Finance Committee meetings as may be required.
- Attends applicable Children's Services Council of Palm Beach County meetings.
- Prepares department quarterly report for CSC.
- Performs other duties as may be required.

Partner Relations/Team Orientation:

1. As an active team leader, proactively identifies barriers to meeting partners' needs and makes recommendations for ways to enhance customer service and value.
2. Interacts with community members and partners in a respectful and courteous manner, and collaborates with team and community partners to meet or exceed those needs.
3. Collaborates with team members by offering recommendations, listening for others input, and working together to make the best possible decision, consistent with departmental and organizational needs.
4. Demonstrates the ability to join others and work toward a common purpose through collaboration, effective communication and teamwork skills and abilities.
5. Demonstrates the ability to effectively facilitate, scribe and actively participate in a team setting.
6. Contributes to establishing a higher performance work culture by sharing constructive feedback with others.
7. Appreciates differences and diversity of others, and deals with others in an honest and respectful manner.

Team Orientation and Leadership:

1. As an active team member, interacts with customers in a respectful and courteous manner, identifies their needs, and collaborates with team and supervisor to meet those needs, consistent with the organizational culture and operating principles.
2. Collaborates with team members by offering recommendations, listening to their input, and working together to make the best possible decision, consistent with program needs.
3. Proactively identifies barriers to effective performance, exercises initiative and active problem solving and utilizes supervisor whenever necessary to eliminate barriers to effective performance.
4. Actively participates in working toward attaining the team shared vision.

5. Takes personal responsibility to role model behaviors consistent with organizational values.

Problem Solving and Initiative:

1. Demonstrates the ability to be flexible within a changing environment, within the department, team and/or organization.
2. Exercises initiative; is proactive and possesses creative problem solving skills.
3. Develops approaches to work and other suggestions that improve work flow and optimize results.
4. Demonstrates the ability to function effectively in a consultative or participatory environment.
5. Participates in researching or implementing best practices, and makes recommendations for implementation.

Planning and Execution:

1. Proactively identifies and shares obstacles to effective performance and incorporates feedback from team members, supervisor and others to improve overall performance.
2. Utilizes supervisor, whenever necessary, for support and coaching to maximize potential and achieve higher levels of performance.
3. Takes an active role in personal and professional development, through training (on-the-job and formal) and through incorporating feedback from others into performance.
4. Ensures that productivity levels are consistent with expectations.
5. Develops and/or participates in strategic planning processes, including monitoring and evaluating goal attainment, and developing milestones to track progress.
6. Manages and/or executes project plans to meet objectives and timelines.
7. Manages multiple priorities in order to maximize productivity, efficiency and effectiveness.

ESSENTIAL FUNCTIONS

- Ability to travel to off-site facilities in visiting agencies throughout the community and participate in off-site meetings.
- Access to transportation on a regular basis to attend off-site meetings and visit program sites. Employee availability during non-traditional work hours (on occasion evening and weekend meetings and community events representing Prime Time) is required.
- Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
- Ability to accurately, prepare and write comprehensive reports.
- Ability to present professionally at Board of Directors, community and partner meetings.
- Ability to plan, organize, and execute events and monitor project plans.
- Works collaboratively as well as independently.
- Ability to facilitate and contribute to meetings.
- Ability to learn Sales Force software.

- Ability to lift 25 pounds or more frequently

SOFTWARE/EQUIPMENT PROFILE

Commonly used software includes:

- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Proficiency in Sales Force is preferred

Commonly used equipment includes:

- Computer, Laptop, Wi-Fi
- Copier
- Scanner
- Telephone
- Fax

Working Conditions and Physical/Mental Requirements:

- Duties are primarily performed in a general office environment and the community. Ability to lift 25 pounds or more with frequency.

MINIMUM QUALIFICATIONS:

Bachelor's degree in sociology, psychology, public relations, communications, youth services, or related field, supplemented by a minimum of five years professional experience in supervision and management. Experience in elementary or middle school afterschool environment or camping, as well as prior work experience in Palm Beach County is beneficial to this position.

- or -

An equivalent combination of education and experience may substitute for the listed requirements.

SUPERVISION

The Director of Community Partnerships supervises the Manager of Community Partnerships and the Event and Data Management Specialist.

Job Type: Full-time

Salary: Negotiable

Job Location: Boynton Beach, FL

Required education: Bachelor's degree in sociology, psychology, public relations, communications, youth services, or related field

Required experience: Minimum of five years professional experience in supervision and management.

FLSA STATUS: Full-Time, Exempt

Reports to: Chief Program Officer

Closing date to apply for this position is July 31, 2017.

Prime Time Palm Beach County offers a generous benefits package including: medical, dental, and vision insurance (offered at no cost for the employee), 401K matching program, vacation leave, sick/personal leave, paid holidays, long term disability, basic life insurance and AD&D (offered at no cost for the individual), health savings account to offset employee's deductible, voluntary short term disability and voluntary life insurance, a paid day off for your birthday, and perhaps best of all, the opportunity to work in a growing and innovative organization that is dedicated to the children of Palm Beach County.

Prime Time Palm Beach County, Inc. is an Equal Opportunity Employer. Prime Time does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran status, familial status, marital status, sexual orientation, gender identity and expression or genetic information and any other basis protected by federal, state or local laws. All such discrimination is unlawful and prohibitive conduct.

Prime Time does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under the ADA. Any qualified individual with a disability, who requires a reasonable accommodation in order to participate in the hiring process or to perform the essential functions of the job, should contact the human resources generalist to request accommodation.

Send cover letter, resume, salary requirements and writing sample to:

Julie Meyer, SHRM-CP
Human Resources Generalist
Prime Time Palm Beach County, Inc.
2300 High Ridge Road, Suite 330
Boynton Beach, FL 33426
<https://primetimepbc.applicantpro.com>
(No phone calls please)