



## SENIOR PARTNERSHIP MANAGER

### About Environmental Initiative

Environmental Initiative is a nonprofit organization working to advance social equity and environmental health. We do this by:

- Convening and facilitating conversations among diverse stakeholders to address environmental, economic, and public health issues.
- Managing on-the-ground projects to improve our air, land, and water.
- Planning and hosting events for leaders from nonprofits, communities, business, and government agencies to share information, network, and learn from one another.

We believe building relationships, collaboration, and working across differences are the keys to fostering an inclusive, just, and thriving world.

[Learn more on our website.](#)

### HOW TO APPLY

Complete an [online application and upload your resume.](#)

Applications submitted by Monday, Nov. 28, 2022, will receive primary consideration, and the position will remain open until filled.

### POSITION SUMMARY

The Senior Partnership Manager works across a range of Environmental Initiative's projects and programs and provides strong experience in project management, facilitation, and advancing varied workstreams in a team-based environment. Qualified candidates should be willing to learn, have a collaborative orientation, have familiarity with conservation/production agriculture, and/or supply chain programs, and a desire to work on issues pertaining to agriculture, climate, soil health, water quality, food systems, advancing equity, and rural vitality.

The person in this role collaborates closely with a variety of Environmental Initiative team members, builds trusting relationships with diverse partners, funders, and community members, designs and manages projects, and produces deliverables.



This position will have the opportunity to provide co-leadership for at least three established partnerships:

- [Midwest Row Crop Collaborative](#) - a regional supply chain initiative focused on increasing productivity while ensuring soil health, protecting water, addressing the factors contributing to climate change, and supporting farm families.
- [Headwaters Agriculture Sustainability Partnership](#) - a cross-sector partnership advancing innovative projects in central Minnesota that benefit the environment, economic viability of farmers, and vitality of rural communities.
- [Soil Health Farm Tour](#) - an interactive, self-guided tour highlighting the actions farmers in southeastern Minnesota are taking steps to build healthy soil by deploying a range of conservation practices on their land.

The position will initially report to Ellen Gibson, Impact Officer, and will not supervise any staff or direct reports.

## **POSITION RESPONSIBILITIES**

### **Project Management and Leadership**

- Manage and co-lead projects, in consultation with internal colleagues and external partners.
- Develop and maintain workplans and project timelines.
- Manage budgets.
- Organize and direct the work of project team members.
- Identify, track, and evaluate progress in attaining project goals, deliverables, intended outcomes, and key milestones.
- Collaborate with other staff to design and facilitate meetings of external partners to advance partnership goals.
- Manage project tasks and assignments across a project team, such as engagement strategies, research, analysis, grants and proposal development, report writing, and other activities.
- Align program and project implementation with organizational vision, strategies, and direction, and seek opportunities for cross-programmatic collaboration, adaptation, and expansion of partnerships and project work.



## **Communications and Engagement**

- Build and maintain a diverse network of relationships with people from communities most impacted by environmental and systemic injustice, and with representatives from nonprofits, government, and businesses.
- Facilitate internal alignment by working with Environmental Initiative staff to ensure projects and partnerships are on track and well communicated, both within and outside of the organization.
- Partner with communications team in the development and execution of communications strategy.
- Work with communications team to communicate project purpose, value, results, and significance.
- Proactively communicate with project partners, funders, and other key stakeholders.
- Develop and maintain relationships with project partners, funders, contractors, and vendors.
- Design and lead virtual or hybrid meetings, events, and other gatherings.

## **DESIRED SKILLS AND EXPERIENCE**

- Ability to work collaboratively, lead teams, and participate as a team member.
- Ability to take initiative and perform self-directed work.
- Highly developed project, time, and budget management skills.
- Ability to both think strategically at a high-level and manage details effectively.
- Creative problem solver who is comfortable operating in adaptive and innovative environments.
- Capable of designing and facilitating effective meetings.
- Experience, interest, or expertise in agriculture, conservation agronomy, and/or supply-chain programs.
- Experience with program evaluation.
- Intercultural competence.
- Strong communications skills (written and verbal).
- Capacity to navigate conflict and address wide-ranging stakeholder needs.
- Experience managing collaborative projects, preferably including community, business, government, and nonprofit partners.



- Proficiency with the Microsoft Office suite and Mac computer systems.

### **PHYSICAL REQUIREMENTS**

Environmental Initiative has leased office space at 807 Broadway St NE in Minneapolis. The person in the position may be based in the Twin Cities or elsewhere with an ability and willingness to travel domestically for certain in-person meetings approximately 15% of the time, with Environmental Initiative providing reimbursement for required travel expenses. Occasional lifting, moving, or transporting materials or equipment weighing up to 30 pounds may be required.

All Environmental Initiative employees are required to provide proof of vaccination against COVID-19 (religious or health-based exceptions may apply and are accommodated on a case-by-case basis). A MacBook Pro laptop is provided to all employees, and regular communication with Environmental Initiative staff, contractors, and partners via email, phone, Zoom, and Microsoft Teams is expected.

### **LEARNING AND DEVELOPMENT**

Environmental Initiative is committed to the professional growth and development of all staff members. We invite all staff members to develop the skills required to work across differences in identity, interest, lived experience, and power. We expect that all staff members will do their part to help implement the organization's strategic plan, in addition to prioritizing the needs of their specific areas of work.

### **COMPENSATION AND BENEFITS**

This is a full-time position anticipated to start in January 2023 with an annual starting salary in the range of \$58,000 - \$63,000.

Environmental Initiative offers a flexible benefits package to all employees, including paid time off, a group health care plan, dental insurance, health savings (HSA) and flexible spending (FSA) accounts, life insurance, long-term disability coverage, and a 403(b) retirement plan and matching program. Environmental Initiative also embraces a flexible working environment, with the option to work remotely and determine a regular work schedule that accommodates each staff members' needs and preferences.