



Senior partnership manager

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, businesses, and government agencies to share information, network, and learn from one another.

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

How to apply

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

Applications submitted by Monday, Sept. 23 will receive primary consideration. The position will remain open until filled.

Position summary

The senior partnership manager will mainly be focused on government grant procurement, execution, and related project implementation for our air work with opportunities to expand our work in other areas.

This position will provide co-leadership for Clean Air Minnesota and related projects, such as Project Green Fleet, Project Clean Air Repair, Project Stove Swap, and the Clean Air Assistance Project.

The position will report to Sacha Seymour-Anderson, associate and advancement director, and will not initially supervise any direct reports.

Position responsibilities

Project design, management, strategy, and leadership (50%)

- Lead and manage projects within Clean Air Minnesota, including developing and managing work plans and budgets, in collaboration with other program staff.
- Align program and project implementation with organizational vision, strategies, and direction.

- Manage project tasks and assignments across a project team, such as engagement strategies, research, analysis, grants and proposal development, report writing, and other activities.
- Identify, track, and evaluate progress in attaining project goals, deliverables, key milestones, and intended outcomes.
- Collaborate with other staff to design and lead virtual or hybrid meetings, events, and other gatherings.
- Communicate about partnership activities with board members or Environmental Initiative supporters.
- Seek opportunities for cross-programmatic collaboration and expansion of partnerships and project work.

Relationship building and engagement (30%)

- Seek out relationships with prospective partners and funders from the private sector, nonprofits, government, and people from communities most impacted by environmental and systemic injustice.
- Engage businesses in the development, funding and implementation of on-the-ground projects to improve environmental health and social equity.
- Leverage strengths and facilitate internal alignment and coordination with outside contractors and across an Environmental Initiative staff team.

Partnership fundraising and communications (20%)

- Lead and manage projects and grants for Project Green Fleet and Project Stove Swap within Environmental Initiative's Clean Air Program.
- Focus fundraising primarily on researching, developing, and submitting grant proposals to government agencies.
- Supplement fundraising by researching, developing, and submitting grant proposals to foundations and/or other institutions.
- Work with the executive team to provide leadership for fundraising and partnership development to advance the organizational goals and enhance the impact of projects.
- Proactively communicate with project partners, funders, and other key stakeholders.
- Partner with communications team in the development and execution of strategy to communicate project purpose, value, results, and significance.
- Leverage events and programmatic opportunities to further the awareness of Environmental Initiative's mission, vision, and values and to ensure initiatives are in alignment and reflective of community input. Identify areas for growth.

Desired skills and experience

- At least 3 years of experience managing and/or fundraising for government grants. Experience in both areas is preferred.

- Experience managing project budgets.
- Experience managing collaborative projects, preferably including community, business, government, and nonprofit partners.
- Relational orientation with highly developed self-management, active listening, emotional intelligence, and effective leadership skills.
- Preference for working collaboratively in a team-based environment.
- Creative problem-solver who thrives in adaptive and innovative environments.
- Capacity to navigate conflict and address wide-ranging stakeholder needs.
- Ability to both think strategically and manage details effectively.
- Capable of designing and facilitating effective meetings.
- Experience, interest, or expertise in air quality.
- Intercultural competence.
- Strong written and verbal communications skills.
- Proficiency with the Microsoft Office suite and Mac computer systems.

Physical requirements

This position is remote flexible for candidates who are eligible to work in the United States. Environmental Initiative embraces a flexible working environment, with the option to work from our office in Northeast Minneapolis or remotely. The person in the position is expected to be physically present for certain in-person meetings or events with Environmental Initiative providing reimbursement for required travel expenses. Relocation expenses will not be provided for any non-local candidates.

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, culture, 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 late October 2024 with an annual starting salary in the range of \$64,162 - \$67,614 depending on qualifications and experience.

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 is a 501(c)3 nonprofit organization based in Minneapolis and is an Equal Opportunity Employer. Environmental Initiative values a diverse and inclusive workplace and strongly encourages Black, Indigenous, people of color, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply for open positions.