

Partnership Manager

Organization Young Invincibles	Date March 2018
Position Title Partnerships Manager	Location Washington, DC

POSITION DESCRIPTION:

Young Invincibles (YI) is the nation’s leading Millennial research and advocacy group, working to amplify the voices of young adults in the political process and expand economic opportunity for our generation. YI seeks a partnerships manager for its Washington, D.C. headquarters. This position will manage the day-to-day aspects of a coalition focused on identifying, developing, and scaling data-driven strategies for increasing college student voter engagement. This position will oversee outreach and training for all new partners, manage the creation of written materials for coalition and public consumption, speak on behalf of the coalition at higher education conferences, and assist with fundraising and a robust subgranting process.

Reports to: Civic Engagement Director

Principal Responsibilities:

- Organize and manage the day-to-day operations of the [Students Learn Students Vote \(SLSV\) Coalition](#) (a 200+ organization national nonpartisan coalition).
- Develop and conduct new partner outreach strategy, orientation materials, and trainings.
- Prepare and submit conference proposals on behalf of the SLSV Coalition; and represent SLSV and YI at external events related to civic engagement.
- Assist with the development, preparation, submission, and correspondence relating to grant proposals to funders, including drafting concept papers and reports.
- Manage the internal YI process related to the SLSV Subgrant program:
 - Work with the Civic Engagement Director and YI’s Operations Team to write subgrant agreements and process payments.
 - Assist with drafting reports based on subgrant accomplishments.
- Manage fellows working on civic engagement initiatives.

Qualifications:

- Demonstrated ability to build partnerships and coalitions with a broad and diverse array of organizations.
- Strong project management and organizational skills.
- Excellent communications, presentation, and writing skills.
- Demonstrated understanding of trends in young adult voter engagement.
- Passion for the causes YI champions and a commitment to diversity, equity, and inclusion.

- Preference for background in elections, higher education, or voting rights.
- 4+ years of experience.

Benefits:

Comprehensive benefits package, including medical, dental, & vision coverage, company funded HRA plan; 401K retirement, life insurance, generous vacation, etc.

How to Apply:

To apply, please send a resume and cover letter to resumes@younginvincibles.org and write "Partnership Manager" in the subject of email.

About Young Invincibles:

Young Invincibles ("YI") is a non-profit working to expand opportunity for young Americans ages 18 to 34 and amplify the voice of our generation in the national political conversation. Founded by and for young adults in the summer of 2009 during the debate over health care reform, YI has quickly grown into a leading voice for young people on the issues health care, higher education and employment. The organization has achieved major successes in areas ranging from the regulation of college health plans to Pell grants, and has successfully engaged hundreds of thousands of young adults online, through a network of over 100 partner organizations.

Young Invincibles is an equal employment opportunity employer and strongly encourages diverse candidates to apply. Young Invincibles does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.