

Senior Associate, Partner Solutions

Department: Partner Solutions

Reports to: Director, Partner Solutions

Location: Alexandria, VA

Status: Full-time/Non-Exempt

Position Overview

The Senior Associate is responsible for supporting the Partner Solutions team in its work to deliver strategy and implementation services to charities and corporations to grow their philanthropic and mission impact. Duties include organizational capacity building, such as development/fundraising execution, moves management, tracking and reporting, facilitating prospect and donor engagement with senior leaders, event planning, drafting, editing and formatting external communications, prospect research, grant writing, membership support, Board support, digital communications strategy and implementation, and facilitation of team and internal processes. The Senior Associate, Partner Solutions may also provide support on the development and execution of new products and services that will be introduced in the marketplace. Direct responsibilities include administrative and coordination support to the Global Impact team as well as directly to clients.

Attributes Global Impact is currently seeking: organized, proactive, critical and analytical thinking, comfortable with researching, using and recommending new technologies, familiarity with MS Project, able to present information effectively in both visual and written forms (dashboards, case studies), ability to lead integrated teams and drive project deadlines with grace and humor.

Major Responsibilities

- Day to day management of internal projects as well as external client engagements, to include reporting and tracking of budget, timeline, and deliverables
- Suggests and drafts strategic recommendations and implementation tactics in the areas of fundraising, communications, marketing, and organizational operations
- Provides coordination and support to the Partner Solutions team and clients to prioritize and handle multiple tasks, goals and deadlines.
- Effectively manages, coordinates and facilitates team programs, processes and administration.
- Provides development and administrative support including managing and maintaining contacts lists, facilitating external communications, database and file management, coordination of team schedules, meetings and conferences, capturing and communicating action items.
- Conducts research and produces concise reports.
- Analyzes and synthesizes campaign and other industry data into meaningful reports.

- Supports the development and strengthening of knowledge management and internal processes such as database management/maintenance, reporting and tracking progress.
- Leads and effectively manages special projects and initiatives.
- Support teams in managing/coordinating calendars, meetings, drafting agendas and taking notes/implementing next steps to drive outcomes.

Qualifications & Requirements:

- A bachelor's degree from an accredited college or university, master's preferred.
- 2-4 years of prior work experience including fundraising and administrative experience.
- Well organized with strong attention to detail.
- Ability to work independently; think ahead and present solutions.
- Able to manage multiple projects and meet deadlines with a focus on results.
- Ability to communicate effectively both orally and through written word.
- Evidence of interpersonal communication skills, professionalism and a positive approach to work.
- A strong customer service orientation with the ability to interact with variety of internal and external professionals.
- Outcome focused.
- Strong critical thinking and analytic skills.
- Ability to develop and manage team processes.
- Agility and flexibility to meet organizational requirements.
- Knowledge of international and humanitarian affairs.
- Strong knowledge of MS Office and Microsoft Project. SalesForce and SharePoint knowledge a plus.

Interested candidates should submit salary history and expectations along with cover letter and resume.