**Partnership Manager**

Victoria’s Victory Foundation

**About the Job**

If making an impact, problem solving, being a change maker and creating connections are things that motivate you, this may be the job for you!

Combining relationship development with grant writing and project management skills, this role is designed for the individual that looks to unlock new funding potential to help grow the VVF mission. Create a fulfilling career telling stories of victory that are supported by organizations that want to partner with a foundation that is making a daily impact on the lives of those living with mobility disabilities.

**What You Will Do:**

* Lead the grant writing process by providing grant specific research, internal data, and other necessary components to complete any applications.
* Responsible for working alongside the entire team to develop new revenue streams including grassroot fundraising opportunities across the country.
* Responsible for researching grant opportunities that align with the mission using the Grant station software.
* Engage with potential, new, and existing donors to express gratitude and ensure long term relationships.
* Create new corporate partnerships for funding opportunities.
* Attend foundation meetings and events as requested by the Executive Director/CEO.
* Serve as face of foundation at networking and industry events when requested.
* Keep an on-going and living grant cycle calendar to ensure all deadlines are met for applications.
* Build brand awareness for the mission of foundation locally and across the country.
* Develop new vendor and other non-profit partnerships for collaboration opportunities.
* Learn to navigate constituent/donor software to identify donor connections, opportunities, and reduction in lapse donors.
* Attend weekly team meetings.
* Serve as a member of the team that will help to execute the annual development plan (including annual giving, major gifts, corporate and community grants, and peer-to-peer fundraising).
* Travel as needed as determined by foundation Executive Director/CEO.

**Qualifications:**

* 3+ years of sales development or grant writing
* Bachelor’s degree preferred.
* Excellent interpersonal and communication skill.
* Organized to oversee several projects at once.
* Excellent computer literacy.
* Professional telephone and email etiquette.

**Work Environment / Physical Requirements:**

* This full-time position is in Stratham, NH.
* Maintain a regular office presence to provide in the moment and visible support to team members.
* Training will be provided for internal programs used.

**Equal Opportunity Statement**

* Building an inclusive, high-performing team that is diverse across lines of personal identity is integral to our success and we are proud to be an equal-opportunity employer.
* This means we do not discriminate against any job applicant or employee because of their race, ethnicity, color, religion, national origin, sex, disability status, genetics, protected veteran status, gender identity or expression, sexual orientation, age, or any other characteristic protected by federal, state or local laws. This applies to all terms and conditions of employment.

To Apply: Email: [scholarships@victoriasvictory.org](mailto:scholarships@victoriasvictory.org) with a cover letter and resume.

**LOCATION JOB TYPE**

Stratham, NH Full Time

**SALARY Based ON EXPERIENCE**

$60-80K

**BENEFITS**

Benefits Stipend

IRA Investment

Professional Development

**Why Choose to Join the VVF team:**

Join the growing team at Victoria’s Victory Foundation that works to make an impact on those living with mobility disabilities. Founded in 2017, VVF is a 501c3 nonprofit dedicated to easing the financial burden for those with mobility disabilities by providing products and services not covered by traditional insurance.

The Victory Scholarship program is the core of the mission. VVF is looking to expand the free programs offered to the mobility disabled community. This role will help with efficiency and execution for all programs offered by the foundation.

Victoriasvictory.org