



POSITION DESCRIPTION TITLE	Assistant Manager of Development Partnerships
FUNCTION	Development
LOCATION	Chicago, IL preferred but Remote will be considered
REPORTS TO	Acting Chief Marketing Officer
STATUS	1.0 FTE, Exempt
DATE	August 2021

We are hiring!

Do you want to make a big impact on the lives of kids, schools, families, and communities? Do you dream of being in a job that enables you to truly collaborate with others to implement change and make a difference? If so, this is your chance to make that dream come alive! Read on because Action for Healthy Kids® (AFHK) is looking for some awesome talent to join our team as a national **Assistant Manager of Development Partnerships**.

YOU: What is the opportunity?

In this new position reporting to the Acting Chief Marketing Officer (CMO), the Assistant Manager of Development Partnerships plays a key role in the success of AFHK by managing the organization's philanthropic and other resource development partnership projects across all sectors with corporate, foundation, and government to support the health of the whole child. You get to use your relationship building, strategic thinking, and project management skills by working across all internal departments to ensure that funder deliverables are implemented. You'll join a dedicated team of professionals to execute unique fundraising activations that successfully drive partner business objectives and to help Action for Healthy Kids deliver on our mission of strengthening family and school partnerships to build a healthier generation of children.

US: Who are we?

Action for Healthy Kids is a national nonprofit organization raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes school professionals, families and communities to take actions that lead to healthier children. We partner with dedicated supporters — teachers, students, moms, dads, school wellness experts and more—from within the ranks of our 140,000+ constituency to create healthy environments for kids. We are committed to generating holistic changes with a focus on serving students from underserved communities. Our new, exciting strategic plan will guide our work over the next ten years as our small but mighty team tackles some of the most important issues facing our kids. Please visit us at www.ActionforHealthyKids.org.

What You'll Do: Key Responsibilities

- Work with Acting CMO to support business plans to raise funds for new strategic initiatives and programming.

- Provide prospecting and account management support including funder deliverables tracking
- Work cross-functionally to ideate and create high-quality, innovative concepts and proposals to grow support for AFHK's current programming.
- Support relationship managers to ensure all projects are implemented successfully
- Produce grant proposals, concept papers, and presentations for all audiences with support from marketing communications staff and graphic designers.
- Maintain oversight of institutional reporting calendar and deliverables tracking system in Salesforce and Asana, including project management of cross-functional reporting processes
- Conduct research to qualify, cultivate, and close on a pipeline of corporate and foundation supporters.
- Collaborate with other Marketing/Communications and Development team staff to achieve department goals
- Attend and represent AFHK at events.
- Travel – minimal, (less than 5%) and only if AFHK deems it necessary and safe based on Covid environment
- Other duties as assigned

Our Ideal Candidate

- Education: Bachelor's degree in related discipline
- Minimum 2 plus years of relevant nonprofit, partnerships, CSR or social impact experience required
- Strong experience in project management
- Strong experience in resource development and fundraising in a non-profit organization
- Exemplary development writing expertise, such as: grant proposals, concept presentations and pitches for both corporate and foundation audiences
- Collaborative team player who enjoys working with a team of people
- Superior presentation and people skills
- Advanced proficiency in using technology for fund development, including fluency in videoconferencing, CRM (specifically Salesforce and Asana), and Microsoft Office Suite
- Demonstrated experience in conceptualizing corporate partnerships and cause-marketing campaigns

What's in it for me?

- Competitive salary in the marketplace
- Medical/dental/vision insurance
- Short- and long-term disability insurance
- Life and AD&D insurance
- Flexible spending account
- 403b (match up to 4%)
- Generous PTO, summer hours and paid paternity/maternity/adoption leave
- Professional development and career growth opportunities
- Work with a talented team of professionals
- Ability to work remotely
- Opportunity to travel to school sites, partner meetings and donor events when safe to do so.

- Job Location: Chicago-area preferred, but will consider full-time remote in other metro market

To apply, please submit a resume and cover letter describing your interest in AFHK and how your past experience has prepared you for this role, and at least one writing sample to careers@actionforhealthykids.org with **Assistant Manager of Development Partnerships** in the subject line. Action for Healthy Kids is an equal opportunity employer.