



MINISTRY DESCRIPTION

Title: International Program Partner Relations Coordinator

Department: International Program (IP)

Reports to: Senior Director, International Program

Schedule: Regular, Full-Time

FLSA: Exempt

Ministry Function: The IP Partner Relations Coordinator provides excellent and timely coordination of a variety of partner relations activities, including partner reporting and resourcing, advocacy efforts, and inter-departmental coordination.

Responsibilities:

1. Manage the Partner Resourcing process, including application acceptance and rejection in conjunction with IP leadership, working collaboratively with IP Operations and Program Effectiveness in achieving desired partner reporting outcomes.
2. Nurture relationships with existing and future solution providers, product partners, and other donors relationships through personal contact, emails, letters and phone calls as directed.
3. Write project and funding proposals in collaboration with IP leadership and oversee proposal vetting with appropriate Communications, Development and Supply chain stakeholders.
4. Create and consult on internal and external advocacy efforts including marketing campaigns, programmatic messaging, reports, story gathering methods and other communications.
5. Serve as an inter-departmental liaison for IP by communicating and coordinating with Communications, Development and Supply chain to develop and implement related systems and processes.
6. Distribute valuable information obtained through research, partnerships, and attending industry events to IP stakeholders.
7. Collaborate with Operations in obtaining partner relations deliverables from field offices: training field staff as needed.
8. Analyze, research and be familiar with each program region's general political and economic landscape, specifically identifying opportunities for advocacy and partnership efforts for the purpose of expansion, both programmatic and geographic.
9. Research partnership and grant opportunities and collaborate with corresponding IP team member(s) in crafting funding and project proposals for consideration. Oversee proposal submission and vetting for IP leadership.
10. Other tasks and responsibilities as assigned by supervisor.

Required Knowledge, Skills, and Abilities:

1. Bachelor's degree or equivalent in International Development, Economics, International Business, Intercultural Studies, Public Policy, or other relevant fields required.
2. 2+ years of relevant work experience required, international work experience strongly preferred.
3. Position based in Springfield, Missouri.

4. Experience managing and organizing multiple projects simultaneously, meeting deadlines and the ability to be detailed oriented and to follow through.
5. Exceptional written, oral, interpersonal, and presentation skills for the purpose of communicating the work of International Program within the organization, partners, and other external stakeholders.
6. Driven, self-motivated, professional, independent, passionate, and flexible, able to work under demanding and changing circumstances.
7. Willingness to travel both domestically and internationally as needed.
8. Cultural understanding and respect is required to handle sensitive cultural issues and maintain international relationships.
9. Advanced computer knowledge and experience with MS Office, Macintosh, and Google systems; experience with Salesforce or other online databases preferred.
10. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This person may supervise volunteers as needed.

Created: October 25, 2018