

**Job Title:** Director of Partnerships, Outreach and FJV Engagement  
**Department:** Advancement and Outreach  
**FLSA:** Exempt  
**Date Revised:** February 2019



**General Summary:** The Director of Partnerships, Outreach and FJV Engagement is responsible for building and cultivating relationships primarily with Former Jesuit Volunteers, with leadership and staff of college/university campuses and other key stakeholders. The Director of Partnerships, Outreach and FJV Engagement works directly with the Director of Advancement and with other key staff and departments to develop and implement a broad reaching strategy to support FJV engagement at both the local, regional and national level. In addition, the Director develops, maintains and manages relationships with key leadership and staff on university and college campuses and other stakeholder institutions. Throughout all this work, the Director promotes JVC's core values—social justice, simple lifestyle, community and spirituality—in all engagement and programming.

**Accountability:** Reports to the President (on an interim basis)

**Principal Duties and Responsibilities:** Relationship building and management – Identify, cultivate and manage relationships with FJVs, colleges and universities and other key stakeholders. This includes but is not limited to:

#### **Former Jesuit Volunteers**

- Develop and maintain relationships with FJVs at the local, regional and national level via regular communication and in person meetings. The relationship focuses on engaging FJVs with JVC through events, programs, retreats and other vehicles.
- Facilitate the organization and support of FJV local chapters or other forums that bring together the FJV community
- Coordinate with other departments within JVC to:
  - Identify and cultivate potential donors
  - Update and build the FJV/Partner database
  - Provide content and stories for all JVC social media and communication outlets to ensure messaging is relevant and engaging for the FJV community
  - Work with the program, recruitment and admissions teams to identify opportunities to involve FJVs and provide appropriate training and support for them to represent JVC in various capacities drawing on their skills, experience and interests
- Establish mechanisms for regular and ongoing communication with and feedback from FJVs and partners

#### **Campus and other institutional contacts**

- Develop and sustain relationships with key staff across a range of departments at colleges and universities and other stakeholder institutions in order to identify potential partnership opportunities with JVC and build and maintain the foundation for recruitment
- Provide content and stories for all JVC social media and communication outlets ensure messaging is relevant and engaging for JVC partners
- Build and maintain a current database of key institutional relationships that tracks engagement

#### **Other Responsibilities**

- Actively participate with JVC staff to continue to promote and embed JVC's core values—social justice, simple lifestyle, community and spirituality—along with the principles and values of racial equity and inclusion in JVC staff culture and staff development, in JV programming and formation and in communication with external partners and stakeholders
- Participate in staff meetings and supervisory meetings, contribute to regional and national team efforts, attend JVC retreats and in-service programs as needed and where required
- Support the work to achieve the overall goals of JVC including but not limited to development, recruitment and JV support.

- Regularly track relationship information in various database systems
- Other duties as assigned

## Requirements

### Education

- Bachelor's degree required
- Graduate degree in theology/ministry, community organizing, social work or related field or similar/equivalent professional and/or work experience
- Demonstrated commitment through work and other experiences to the core values of JVC—social justice, spirituality, simple living and community—and to promoting racial equity and inclusion in a institutional setting

### Experience

- Former Jesuit Volunteers are highly preferred
- At least five to seven years of full-time work experience on a college campus, with alumni of an organization and/or in roles related to relationship and/or partnership building
- Experience effectively working independently and supervising staff/being supervised from a remote location
- Experience with project management, public speaking, group facilitation, conflict management and event planning

### Knowledge, Skills, Abilities

- Lived understanding of JVC's core values: social justice, simple lifestyle, community and spirituality
- Proven commitment to advancing racial equity principles and practices in an organizational setting
- Strong intercultural communication skills
- Demonstrated leadership skills, ability to work in a team and independently and to be accountable for achieving goals and outcomes including regular collection and analysis of data and reporting
- Ability to initiate and maintain relationships from a distance
- Familiarity with and willingness to promote Catholic faith and social justice tradition and Ignatian Spirituality
- Demonstrated skill in prompt and professional verbal and written communication
- Familiarity with utilizing technology for virtual teamwork
- Proficiency with Microsoft Office Suite applications
- Flexible, ability to adjust to changing circumstances

### Working Conditions

- Availability to work evenings and weekends when required
- Much of work with colleagues is by phone, video conferencing or other electronic means. Requires travel to campuses and to meetings and gathering of FJVs
- Availability for extensive travel, a minimum of 12 weeks per year
- Significant amount of office work; must have the physical ability to sit and/or stand for long periods of time and perform daily activities from a desk and must be able to operate a computer and other office equipment

***As an organization committed to advancing racial equity and inclusion, the Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.***

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.