

HOLLYHOCK

Position: Partnership Development Associate

Reports to: Development Director

Hours and Location: Full-time (40 hours/week) remote-based, permanent position, based from Cortes Island, Vancouver, Vancouver Island. It will require travel to Cortes Island 6 times/year.

Wage: \$52,000-\$65,000 annually based on experience.

ABOUT US

Hollyhock creates meaningful experiences to inspire personal growth and social transformation. We host a variety of programs and trainings each year on our Cortes Island campus and online, immersing our staff in a culture of connection, personal growth, and progressive social change.

We believe that employees who reflect the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

Reporting to the Development Director, the Partnership Development Associate is a part of the Development Team and primarily responsible for fundraising activities related to Hollyhock Leadership Institute (HLI) funding including corporate sponsorships, partnerships, grants, and private donations. HLI is a collective of uniquely curated streams of programming designed to scale social impact.

The Partnership Development Associate will steward existing partners and develop new prospects as needed to support an expanding Hollyhock Leadership Institute program. They will work closely with the Development Director, Social Innovation Director, and key stakeholders to maximize funding opportunities through strategic partnerships for the Hollyhock Leadership Institute curated programs designed to challenge systems and scale social impact. As part of a collaborative, team-based, and dynamic environment, this role will also provide occasional support for events and special projects as they arise.

WHAT WE ARE LOOKING FOR

The ideal candidate will be a natural connector and relationship builder, with experience crafting persuasive pitches for a variety of audiences - successful experience in proposal and/or grant writing is a must. A background working in purpose-based organizations, specifically in impact businesses, climate, equity, or advocacy, is a strong asset. A commitment to teamwork and strong interpersonal skills are also key to this role, as the Partner Development Lead will work closely with colleagues in Development and across the organization to meet Hollyhock's fundraising and mission goals.

KEY RESPONSIBILITIES

- Manage an assigned portfolio of sponsors and foundation relationships to build engagement and value;
 - In collaboration with the Development Director, Conference Producers, and key stakeholders, identify and evaluate prospective partnerships and grant funding opportunities;
 - Develop a strategic pipeline of potential supporters, focusing on building corporate and foundation relationships to meet sponsorship and grant budget targets;
 - Work collaboratively with key stakeholders to write compelling cases for support, proposals, letters of intent, grant applications and related materials;
 - Maintain a calendar of submissions and deadlines for grant applications.
 - Research, prepare, and submit effective grant applications;
 - Be an informed member of the team and make creative connections between and among colleagues, board, and associated circles for grant and sponsorship funding;
 - Prepare briefing materials in preparation for meetings with corporate sponsors and key stakeholders and participate in strategy meetings;
 - Develop, manage, and evaluate the budgets for sponsorship, tracking expenses against budget guidelines;
 - Ensure all aspects of agreements, contracts or Memoranda of Understanding are met.
 - Prepare and send sponsor reports for key program streams.
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SKILLS & QUALIFICATIONS

- Relevant Post-secondary degree or a combination of education and/or work experience;
- 3+ years of proposal/grant writing experience, preferably in a not-for-profit environment;
- Proven track record of developing successful proposals and impact reports for six and seven-figure gift funders;
- Strong organizational skills, with ability to multi-task and manage several projects simultaneously and meet tight deadlines;
- Skilled storyteller with a highly developed writing and editing ability;
- Demonstrates a high level of accuracy and attention to detail;
- Strong leadership and interpersonal skills, with the ability to work calmly and effectively as part of a team as well as independently in a fast-paced environment;
- Proactive, self-motivated, solution focused, and results oriented; Possesses sound judgment - ability to exercise a high level of confidentiality, tact and discretion in both internal and external interactions is critical;
- Ability to establish long-term, collaborative relationships with partners, colleagues and stakeholders built on trust, respect, humility and openness;
- Proficient in G-Suite (Gmail, GDrive, Calendar, etc);
- Experience with Canva, Hubspot, and eTapestry are a strong asset;
- Comfortable with online platforms such as Zoom, Slack, and Asana.
- Requires a valid BC driver's license and may involve some travel around BC.