



JOB DESCRIPTION

Community Partnerships Coordinator

Business Unit: Aspire Indiana

Department: Corporate Development

Reporting to: Vice President, Corporate Development

Created: 8/7/19

Location: Marion County

FLSA Status: Full Time, Exempt

Last Modified: 2/9/2020

POSITION SUMMARY

This position serves as the primary liaison to the community and other agencies operating within Marion County in terms of identified needs, potential partnerships/collaborations, and assessing opportunities to expand Aspire services in order to better serve the county. This position will be responsible for raising funds for Aspire from community fundraising, foundations/trusts and developing other key income streams: individual donors, corporate donors, sponsorships, event promotion, capital and other specialty campaigns. This position requires an in-depth understanding of Aspire's services, clinical programs and practices, while advancing and supporting Aspire's Mission, vision, values, and strategic priorities.

ESSENTIAL RESPONSIBILITIES

Relationship Development and Promotion

- Create, maintain, deepen and leverage positive working relationships with community agencies to the benefit of Aspire, Aspire services, and Aspire clients
- Promote Aspire services throughout the community by coordinating and participating in presentations and events to community stakeholders
- Represent Aspire by serving on relevant committees, collaboratives, Boards, etc. in the community and be able to demonstrate the value of that participation
- Diversify Aspire's available funding streams by actively seeking, pursuing, and closing on new opportunities for partnerships within the community
- Build and maintain strong, collaborative working relationships with Aspire staff and leadership
- Aid leadership in the development of strategic plans and promotion of services, in both a liaising and consulting capacity
- Ensure community partner satisfaction and good working relationships through established check-ins, metrics, and measurements of engagement and be able to report on the strength and health of those partnerships on an ongoing basis
- Respond to inquiries or concerns from the community, including other organizational leaders, as needed

Fundraising and Development

- Research fundraising opportunities with potential businesses and donors
- Build and maintain relationships with major donors
- Build and maintain relationships with companies who support Aspire and its subsidiaries mission
- Prepare and deliver presentations

- Ensure major donors and business partners are happy with their relationships with Aspire and are kept informed of progress and key milestones
- Based on market opportunities engage the grant writing department to write grant applications to charitable trusts and other funding bodies
- Manage and maintain donor and business partner information in Aspire's CRM system

Reporting and Documentation

- Manage and maintain a current, working database of area contacts, donors and business partners in Aspire's CRM
- Monitor and report on the impact and effectiveness of outreach and fundraising activities and follow up
- Evaluate and communicate regularly on progress toward established goals and be held accountable for success in meeting metrics in support of the overall strategic plan
- Participate in the organization's strategic planning process
- Monitor competitors, market conditions and product development (service offerings) to position Aspire favorably in all categories
- Complete all required unit and/or organizational reports and/or documentation in a timely manner and in accordance with Aspire policies and procedures (e.g. PTO requests, expense sheets, training requests, etc.)

Professional Development

- Participate in appropriate team and/or administrative meetings, assigned committees, in-services and other continuing education/training
- Proactively create and execute a professional development plan to stay current within field
- Successfully complete all required trainings

COMPETENCIES

Core Competencies

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion

Position-specific Competencies

- **Decisive** – Demonstrates confidence, initiative and sense of urgency in making decisions on behalf of team and takes responsibility for those decisions
- **Results-driven** – Thinks strategically and demonstrates understanding of big picture in order to plan and achieve desired results toward Aspire's mission and vision
- **Effective communicator** – Uses 2-way communication that demonstrates warmth, clarity, and professional consideration for consumer and staff beliefs, values and judgments
- **Organized** – Guides staff to produce high-quality and repeatable work with absolute efficiency; leads through confident understanding of and appreciation for policies and procedures; ability to quickly re-prioritize tasks and address emergent situations
- **Motivating** – Fosters an engaged and supportive work environment in which employees are at their best; establishes him/herself as an effective leader and role model to the team

CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE

Education

- Bachelor's in Public Health Administration, Management, Business or other related field required; Master's Degree in Public Health Administration or Health Policy and Administration (MPH), Business with a concentration in Public Health Administration (MBA), or Health Care Administration (MHA) highly preferred.

Experience

- Previous experience with non-profit behavioral health, substance use or healthcare required
- Demonstrated experience in building community partnerships
- Proven experience and connections with Marion County agencies, providers, etc, highly preferred

Other

- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Must have intermediate to advanced computer skills
- Must be able to work independently as well as collaboratively within a team setting
- Must have strong interpersonal communication, leadership, problem solving, and teambuilding skills
- Must have the ability to communicate effectively via phone or in person
- Ability to conceptualize from a systems perspective
- Actively participates in performance management and coaching
- Demonstrates respect for consumer/patient confidentiality practices
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, etc.)
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Responsible for complying with Aspire Indiana's Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Must comply with all Aspire policies and procedures
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates and/or agents
- Must possess/maintain a valid driver's license, current automobile insurance and a driving record that meets the guidelines and requirements of the organization
- Must have reliable transportation
- Display a positive work ethic

PHYSICAL DEMANDS & WORKING CONDITIONS

The nature of work may generate considerable physical (transporting, moving, assisting clients, etc), mental and visual demands. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobile office environment with heavy travel within the community
- Highly active office environment
- Heavy exposure/use of computers, cell phones, office phones, etc.
- Daily, weekly, monthly and annual deadlines
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Ability to be physically mobile (stand, walk, reach, climb, bend) and also the ability to sit for prolonged periods throughout work hours
- Must be able to occasionally lift and/or move 25 or more pounds

Background Checks

Employment is contingent on background checks as required by Aspire’s policies which may include: Drug Test, Criminal History, Driving History Record, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

Supervisory Responsibilities

This position has supervisory responsibilities.

Work Hazard Category

Category III - Normal work routine involves no exposure to blood, body fluids, or tissues.

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

Employee Signature

Date

Printed Name