



## Partnerships Manager

### ABOUT THE ROLE

As the programmatic reach and impact of Life Science Cares Boston (LSC) continues to grow, we're seeking a Partnerships Manager to work closely with our ecosystem of nonprofits, Corporate Partners, and community. The Partnerships Manager will play a key role in helping to increase the impact of LSC, by collaborating and supporting the core LSC Boston team, ensuring the implementation of innovative engagements that benefit nonprofits by leveraging the life sciences industry, and increasing our ability to capture robust data.

They will ensure LSC is fulfilling our commitment to be a trust-based partner to our Nonprofit Partners. They will ideate innovative ways for LSC and our industry to support the missions of our nonprofit partners, and then work to ensure these solutions are implemented. They will also lead the development and implementation of a new, strong Alumni Network of former LSC Nonprofit Partners. The Partnerships Manager will help drive the growth of corporate engagement in give back activities, delivering top notch customer service to our Corporate Partners.

In working with both Nonprofit and Corporate partners, the Partnerships Manager will develop and streamline current programmatic impact tracking into a rigorous capturing of qualitative and quantitative data. They will be integral in helping LSC capture qualitative and quantitative data that celebrates the work of our partners and LSC.

We're looking for someone who is high-energy, comfortable engaging in thoughtful and productive idea-sharing, and who represents the values of the life science industry and the partner organizations we serve. The Partnerships Manager should have the poise and professionalism to interface with a wide range of partners and stakeholders as a representative of LSC. They will enjoy operationalizing a program that has many moving parts and requires a high degree of attention to detail, as they will be managing many logistics simultaneously.

The ideal candidate for this position will be a driven professional who is passionate about LSC's mission and is looking to innovate creative solutions to complex problems. They must thrive among a variety of stakeholders, be a highly organized project manager with a strong attention to detail, and be able to carefully managing multiple projects simultaneously. The Partnerships Manager should enjoy working in a fast-paced environment, managing diverse tasks, engaging externally, and building systems internally. They must be a self-starter who enjoys working independently in a fast-paced environment with minimal oversight, while also being collaborative and team-oriented.

### ABOUT LIFE SCIENCE CARES

Life Science Cares activates the financial and human capital of the life sciences industry and partners with nonprofits to disrupt the cycle of poverty and inequality in our communities. We envision all of our neighbors having access to basic needs, access to education, and access to opportunity.

Life Science Cares was founded seven years ago to combat poverty and the disparities that surround us. Life Science Cares provides a platform for life science companies and their employees to efficiently invest their time and resources to reduce the burden of poverty. Working in partnership with community-based

nonprofit organizations and other key stakeholders, we invest in and build programs to provide access to basic needs, access to education and access to opportunity.

Life Science Cares is an equal opportunity employer that supports and celebrates diversity. As such, we are committed to creating an inclusive environment for all employees, partners, and stakeholders. We believe our workplace and communities thrive when we actively promote Diversity, Equity, Inclusion, and Justice in all we do.

**REPORTS TO:** Head of Programs and Community Engagement, Boston

**POSITION DETAILS:** This position is full-time. The Partnerships Manager needs to be readily accessible to stakeholders primarily based in Greater Boston. They will be expected to attend team meetings and volunteer events on a regular basis and will occasionally need to work outside regular working hours, on weekends, and on holidays to successfully execute engagements.

The LSC Partnerships Manager will need to be readily accessible to life science companies located through Greater Boston. Valid Driver's License and access to a car are required.

**SALARY RANGE:** The salary range for this role is \$65,000 - \$75,000 based on experience, plus an opportunity to earn a bonus based on performance. Life Science Cares offers a comprehensive benefits package, including medical, dental and vision benefits, and 401(k) with employer match, as well as generous paid time off and flexible work schedules.

## **RESPONSIBILITIES**

### **Corporate Partner Employee Engagement Programming**

- Onboard all new companies and new contacts for Corporate Partners
- Coordinate give back engagements including, but not limited to: drives, in-office activities, in-person and remote volunteer activities for corporate groups and individuals, Days/Weeks/Months of Service, and multi-site drives (e.g., major efforts around Back-to-School and holiday drives for pies, toys, & winter jackets/gear)
- Ensure smooth planning, preparedness, engagement execution, and post-event follow-up
- Represent LSC at nonprofit Corporate Partner engagements, including volunteer opportunities and other events
- Ensure proactive communications and stewardship of current and potential Corporate Partners
- Support Marketing with content for monthly Corporate Partner newsletters and other outreach and impact materials, as needed
- Ensure Volunteer Management platform is continually up-to-date and that Programmatic data is collected and tracked accurately

### **Nonprofit Partner Support**

- Conduct bi-monthly check-ins with Nonprofit Partner organizations to identify, organize, and execute innovative volunteer opportunities and ensure robust partnerships

- Build and operationalize internal LSC systems for supporting nonprofits more holistically, including building a skilled volunteer recruitment and placement systems, sourcing individuals for Boards of Directors
- Communicate with all necessary stakeholders before and after give back opportunities
- Ensure meaningful opportunities for community-building and professional development are offered to cohort organizations & cohort leaders
- Lead the development of a LSC Alumni Network
- Represent LSC at nonprofit partner engagements, including volunteer opportunities
- Ensure coordination with nonprofit partners to leverage their digital and social media to continually elevate Life Science Cares brand
- Ensure data regarding volunteer engagements is measured and tracked accurately, in Blackbaud, Volunteer Management Database, and elsewhere as need
- Build out and maintain databases tracking volunteer engagements
- Develop and implement KPI goals and tracking for more accurate and efficient data to monitor engagements and partnerships
- Additional duties as assigned

#### Platform Management & Data Tracking

- Be the LSC superuser for our new Volunteer Management platform: ensure smooth migration of all partners onto the platform; create events and dashboards; onboard nonprofit and corporate contacts; pull data as needed; etc.
- Enter data on Program metrics and impact into databases, including Blackbaud
- Analyze Partner data on an ongoing basis to provide accurate metrics related to: Diversity, Equity, Inclusion, & Justice, programmatic offerings, and more

### **REQUIREMENTS**

#### Minimum qualifications

- Bachelor's Degree, 5-7 years working experience
- Poise and professional demeanor in communicating with a diverse range of stakeholder in written and oral communications, including pitching Life Science Cares to potential partners
- Thrives in settings that fosters creative, dynamic, outside-the-box thinking
- Willingness to go the extra mile to ensure LSC exceeds expectations
- Ability to work independently, but also enjoys team collaboration
- Stellar organizational skills, attention to detail and consistent follow-through
- Enjoys working with quantitative and qualitative data
- Ability to successfully establish and maintain professional relationships
- Strong desire to learn and grow professionally with a strong interest in Corporate Social Responsibility
- Familiarity with Google Suite and Excel

#### Preferred qualifications

- Knowledge of Boston's nonprofit landscape, trust-based philanthropic principles, and grantmaking processes
- Familiarity with basic tenets of Corporate Social Responsibility (CSR) and employee engagement

### **HOW TO APPLY**

To apply for this position, please send a resume & thoughtful cover letter to [recruiting@lifesciencecares.org](mailto:recruiting@lifesciencecares.org) with the subject heading in the following format: "Partnerships Manager\_[YOUR FIRST NAME, YOUR LAST NAME]"

**The deadline to apply for this position is January 7 at 11:59PM.** We will not be responding to applicants prior to this deadline, and all submissions received within the acceptance period will be treated equally.