



Job Description

Partnerships Coordinator (seasonal)

Reports to: Partnerships Manager
Full-time starting January - July

About NYC Pride: NYC Pride works toward a future without discrimination where all people have equal rights under the law. We do this by producing LGBTQIA+ Pride events that inspire, educate, commemorate and celebrate our diverse community

Position Summary:

The Partnerships Coordinator supports NYC Pride's Partnerships team by fostering relationships with donors, corporate sponsors, and other key stakeholders. This role involves managing administrative tasks, overseeing partnership agreements, and coordinating on-site event activations to enhance partner engagement and visibility.

Key Responsibilities:

Committee Assignments:

- Diversity, Equity, Accessibility, and Inclusion (DEAI)
- Community Relations
- Staff assigned to committees are expected to maintain active membership by attending at least 3 of the last 5 committee meetings. Members will also be responsible for providing updates to the full staff to ensure clear communication and alignment.

Partner Relationship Management

- Serve as a key point of contact for in-kind partners, donors, and clients, maintaining clear and effective communication.
- Support the management of donor and partner relationships through CRM tools (Salesforce).
- Strengthen individual giving programs and assist with individual donor stewardship.

Prospecting and Pipeline Management

- Research prospective individual, foundation, grant, and corporate partners to build a robust pipeline of opportunities.
- Maintain an organized database of potential and existing partners, tracking engagement and potential leads.

Contract and Sponsorship Administration

- Draft contracts and manage the fulfillment of sponsorship and partnership benefits.
- Ensure all contracted benefits are delivered, fostering mutually beneficial relationships.

- Support stewardship efforts by assisting in the creation of materials for donor and partner cultivation.

Event and On-site Activation Support

- Coordinate event activations to fulfill sponsorship requirements and enhance partner engagement.
- Assist in the planning and execution of on-site activations at NYC Pride events, ensuring partner visibility and satisfaction.
- Work with event teams to ensure partnership agreements are effectively communicated and executed.

Cross-functional Coordination and Financial Oversight

- Collaborate with finance to ensure accurate invoicing and revenue tracking for all partners.
- Work across departments to ensure partnership data is consistently maintained and accessible.
- Coordinate with other teams to implement partnership-related details into event programming.

Qualifications:

- Prior experience in non-profit fundraising
- Prior experience in admin assistance including scheduling and external correspondence management
- Proficiency in Google Suite
- Proficiency in Salesforce or other CRM software
- Proficiency in design software (Canva, Photoshop or comparable)
- Experience with donation management software
- Experience with Dropbox
- Ability to work well with others under tight deadlines
- Ability to attend to details, prioritize and organize projects independently
- Solid strategic thinker with strong interpersonal, written, and verbal communication skills
- Strong alignment with the mission and values of NYC Pride

Salary Range

\$55,000 - 60,000 per year

Commitment to Diversity:

HOP is committed to providing equal opportunity to all employees and applicants for employment without regard to race, religious creed, color, gender identity, gender expression, age, national origin, ancestry, citizenship status, physical or mental disability, medical condition, pregnancy, marital or veteran status, sexual orientation, height, and weight, or other personal characteristics as may be protected by applicable law. We especially encourage members of historically underrepresented communities to apply, including LGBTQ+ people, women, people of color, and people with disabilities.

Benefits:

- Develop skills aligning to a career in fundraising, partnerships and events management
- Further the mission of NYC Pride as we continue to support our growing community
- Participate in developing and promoting NYC Pride events
- Work with an inclusive team of LGBTQIA+ professionals
- Professional development opportunities