



WestSide Baby
basics for children in need

WestSide Baby, in partnership with our community, provides essential items to local children in need by collecting and distributing diapers, clothing and equipment.

**Strategic Partnerships Manager Job Posting
November 2018**

[WestSide Baby](#), an organization that provides essential items to meet the basic needs of children in western King County, is looking for an exceptional Strategic Partnerships Manager to identify, build, and strengthen WestSide Baby's overall operations by engaging in strategic partnerships with corporate, non-profit, collection site and drive partners able to donate product we'll pass on to provide basic needs items for children. This program has grown quickly in the year since it was created. The SPM will develop and execute the continued growth and engagement strategy for win:win partnerships. While overseeing these strategic partnerships from start through the delivery of the donation to us, the SPM will manage national and local logistics, establish appropriate storage facilities for bulk deliveries and distribution and ensure inventory is available across locations.

The SPM will also actively work with our internal Resource Development Team to support development and execution of a client and provider partner centered engagement plan furthering our connection to those we serve and ensure we are growing our social justice awareness and program execution.

WestSide Baby provides low-income, homeless and refugee families with the essential material goods they need to effectively care for their children. We are the only agency in western King County that provides free access to new and gently-used children's clothing, car seats and cribs, along with donated diapers and hygiene products. We then distribute them, free of charge, to families in need. We also leverage large-scale corporate partnerships to receive bulk donations of new items such as car seats, diapers and strollers for distribution to the families we serve.

This is an excellent opportunity for someone who is looking to join a committed, collaborative team at a time when the organization is primed for growth and greater impact. It is designed as a full-time exempt position with some opportunities for flexibility in the work schedule and part-time job designs will be considered for the right candidate. We offer a generous benefits package. *This position is supervised by the Executive Director, will manage the department budget, participate on the Leadership Team and supervise 1-2 staff coordinator positions.*

Position Summary

Strategic Partnership Acquisition, Relationship and Program Management (75%)

- Strategically identify new corporate partners to support our acquisition of needed children's products.
- Engage with current and new potential partners, sharing our mission, to inspire support while proactively addressing barriers and building on-going relationships of trust

- Explore all opportunities presented and execute appropriate next steps for all stakeholders engagement in aligning opportunity to need and developing innovative and efficient transportation of donations
- Manage donation drives system strategy for corporations and individuals collecting items on our behalf
- Work with our internal Resource Development Team to collaboratively steward and manage relationships with strategic partners and collection sites
- Oversee and grow strategic Collections Site program to increase and support additional donation locations within other businesses
- Consider client families and provider partners as strategic partners and support initiatives to engage with both to further our large scale and immediate impact

Logistics and Inventory Management (25%)

- Provide leadership for system accepting all large scale in-kind donations in management of the Program Donations and Logistics Coordinator
- Manage budget for purchasing key (bulk) program equipment supplies
- Ensure an accurate inventory tracking system is maintained for bulk and other items at all branches and storage sites
- Oversee regular (non-bulk) inventory movement between collection sites and WestSide Baby hubs and branches

Required Qualifications

- Bachelor's degree and minimum 2 years management experience
- 4 to 5 years of nonprofit and/or sales/marketing/supply chain management experience
- Excellent internal and external communication skills
- Project management skills with 1 year demonstrated experience
- Demonstrated success developing outstanding relationships with customers/supporters/partners
- Ability to work on multiple projects simultaneously and prioritize tasks and responsibilities
- Demonstrated leadership in a team setting working with staff, volunteers, and others to accomplish resource development objectives
- Demonstrated management skills, organizational skills and attention to detail
- Demonstrated ability to work independently, maintain self-motivation and persist in the face of obstacles
- Budget management experience
- Proficient in Microsoft Office
- Highly motivated, organized, creative, self-directed and flexible
- Positive attitude and sense of humor

* Different but transferable skills and experience will be considered

* Supply chain and logistics experience a plus

Physical Requirements

Able to occasionally physically stock shelves, move goods from one location to another and load and unload products; able to lift 25 lbs.

Compensation \$49k-\$52k DPE; generous benefit package, PTO and holiday pay available.

**A part-time schedule may be considered with commensurate reduction in salary.*

To Apply Submit cover letter or video “cover letter” and resume addressed to Nancy Woodland, Executive Director, to employment@westsidebaby.org with Strategic Partnerships Manager in the subject line

Our hiring process involves a 3 step process: 1. Qualified applicants will be contacted for a phone interview; 2. Candidates who advance will be invited for an in-person interview that includes a site tour and 3. Finalists will participate in more casual team interviews.

WestSide Baby values diverse perspectives and life experiences. We encourage individuals of all backgrounds to apply including people of color, immigrants, refugees, LGBTQ, women, people with disabilities, and veterans. As an organization, we collaborate closely with many different communities around King County and value equity as a priority in our work.