

# Partnership coordinator

## Position summary

To communicate partnership opportunities, news and updates with the district.

### **Responsibilities:**

- Coordinate partnership promotion, education and advertising in district communication channels and meetings/events.
- Serve as district liaison to the Kiwanis International corporate relations team regarding partnership opportunities and activities in the district.

### **Duties:**

- Learn and understand the Kiwanis International corporate partnerships structure, as well as the organization's existing partners.
- Articulate both verbally and in writing the ways Kiwanis clubs can engage with our partners.
- Facilitate the inclusion of information about Kiwanis partners in district publications, websites and social media placements.
- Coordinate partner activities (e.g., convention workshops, speaking opportunities, exhibiting, etc.) at pertinent district events. In the event a partner can't be present, serve as the advocate for the partnership by leading a workshop and/or hosting an exhibit space.
- Work closely with the Service Leadership Programs, district administrators to incorporate partner communications and activities.
- Communicate with the Kiwanis International corporate relations team regarding club and district partnership activities.
- Attend Kiwanis International-sponsored district partnerships manager training events.
- Suggest new partner leads to the Kiwanis International corporate relations team.
- Encourage clubs to indicate how they are interacting with the partners in the monthly and annual club reports.
- As assigned, complete high-level activity reports to the Kiwanis International corporate relations team using the provided template.

### **Qualifications:**

- A background in marketing, business-to-business sales or corporate relations
- Active Kiwanis member in good standing who is not currently serving in another district or international volunteer leadership position

## Position descriptions

- Able to commit to the position for a three-year term and ensure a seamless transition to a successor
- Attend district partnerships coordinator training that will be conducted on an as-needed basis. This will occur at least once every three years
- Ability to speak in public and conduct workshops and training sessions using excellent communication skills
- Ability to create and lead a team to support your efforts, if needed

### ***Reporting relationship:***

This position reports jointly to the Kiwanis International corporate relations team and to the district governor. Kiwanis International will have input on the candidate, along with the recommendation of the district governor and governor-elect.

***Please see discussion questions on page 125.***