



## Partnerships Coordinator

### About Education Opens Doors

Founded in 2012, Education Opens Doors equips more than 12,000 middle school students every year to uncover the “bigger why” behind school during critical decision-making years. We train middle school teachers with a college and career readiness program to meet a pressing need in our education system: a lack of dedicated time during the school day to provide students with the knowledge and skills to navigate their college and career options - and to have the strong social and emotional skills that are so critical in life. Through EOD, students primarily from low economic backgrounds and communities of color, go from receiving the national average of 38 minutes of college and career counseling over 4 years to 900 minutes in just one year.

### Education Opens Doors Core Values

- ★ Purpose Driven
- ★ Equitable
- ★ Life-long Learners
- ★ Empathetic
- ★ Innovative

### Role Summary

The Partnerships Coordinator serves as a pivotal member of the Partnership Team and is responsible for the communication, logistics and research related to securing new school partnerships and impacting more students across the country. The Partnerships Coordinator reports to the Director of Partnerships & Talent, and is critical to the organization’s strategic growth and success.

### What You Might Do

- Oversee communication and logistics regarding prospective school partner acquisition
- Assist with completing quotes, contracts, RFPs (request for proposals), and bids
- Respond to emails, requests from partners, or internal requests from Leadership Team
- Schedule and/or coordinate meetings between partners and the Director of Partnerships
- Track school partner data and communication in Salesforce
- Create reports or presentations for meetings with partners
- Update partnership collateral and resources
- Conduct school district and community research to better understand district-wide and school needs
- Attend community engagement events and meetings in order to network and build relationships with school districts and organizations supporting education.

### What You Bring to the Role

- Commitment to equity and equal opportunity for underserved students
- Ability to manage multiple priorities and projects effectively



- Exceptional writing and communication skills
- Ability to build and maintain relationships
- High level of organization and attention to detail

#### **Must Haves**

- Growth mindset and dedication to continuous learning
- Bachelor's degree or equivalent work/life experience required
- Project management proficiency and the ability to work independently and prioritize work streams
- Proficient in use of Microsoft Word, Excel, PowerPoint and Google Suite
- Comfort speaking publicly in a variety of settings

#### **Nice to Haves**

- Prior experience in education or not-for profit settings
- Experience using Salesforce
- Bilingual

#### **Education Opens Doors**

We offer a competitive compensation and benefits package which includes medical, dental, vision, short-term disability, long-term disability, life insurance, retirement matching, flexplace, professional development stipend, and more. We also offer a generous vacation package and the opportunity to work with a dynamic team of change makers. **Starting salary: \$50,000.00**

#### **Application Instructions**

Send a 1-2-page résumé, cover letter explaining your passion and alignment to this position, and salary requirements to: [employment@educationopensdoors.org](mailto:employment@educationopensdoors.org). **Incomplete submissions will not be considered.**

Any questions can be directed to: [employment@educationopensdoors.org](mailto:employment@educationopensdoors.org)

#### **Equity Statement**

*Education Opens Doors is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity, or creed. **LGBTQ+ individuals and people of color are strongly encouraged to apply.***