

Position Announcement  
(October 28, 2024)

**PARTNERSHIPS MANAGER**

Reports to Steve Abbott, Senior Director, Partnerships

**\*Pay Grade: 4 / Job Level: Professional 2**

Grade Minimum (\$70,000) Grade Midpoint (\$87,000) Grade Maximum (\$104,000)

*\*Compensation will be determined based on relevant experience, the annual compensation budget, and the overall pay philosophy and practices of AGB.*

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The Association of Governing Boards of Universities and Colleges (AGB) has a career opportunity for a Partnerships Manager.

**The Scope**

The Partnerships Manager works closely with the Senior Director of Partnerships to manage and implement the strategies, tactics, and operational framework to drive AGB's fundraising and stewardship efforts focused on corporate partnerships, sponsorships, and other fundraising opportunities. The incumbent maintains outreach to current and potential partners/sponsors, manages and reports on fundraising activities/status, manages and maintains detailed prospecting and projections data for the Senior Director and senior leadership, and builds rapport and lasting relationships with prospective and current partners/sponsors. He/she is accountable and actively engaged in producing consistent progress toward established revenue goals and expectations. Internal and external stakeholders include high level corporate executives, higher education leaders, and others.

**The Duties**

*(The duties and responsibilities listed are only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Employees must be able to perform the essential duties of the position with or without reasonable accommodations).*

- Serves as the primary liaison for sponsorship activation, benefits fulfillment, and relationship continuity. Engages and serves as point of contact with executive level corporate leaders and with internal and external stakeholders.
- Performs project management duties for corporate partner/sponsor participation at AGB events, convenings, and initiatives. Coordinates and manages partner/sponsor speaking opportunities at AGB events. Coordinates with the Programs team to ensure partner/sponsor alignment with event programming. Ensures supporting materials are received from sponsors in a timely manner. Coordinates with other stakeholders for preparation of presentations.
- Prepares Memorandums of Understanding (MOUs), invoices, and other written or digital materials in support of finalizing/maintaining agreements with partners and sponsors.

- Represents Partnerships in internal and external meetings in the absence of the Senior Director.
- Serves as liaison between Partnerships and AGB staff to plan and coordinate fulfillment of partner/sponsor benefits and support of other fundraising-related activities. Ensures accurate and efficient delivery of benefits for successful completion of fundraising activities.
- Ensures accuracy and completeness of data (e.g., Sharepoint files) used for managing, prospecting, tracking fundraising activities.
- Initiates due diligence in identifying companies for potential partnerships and/or sponsorships. Provides research, background information, and recommendations to Senior Director of Partnerships for consideration.
- Manages the annual review of the Corporate Relations Program. This review includes evaluation of supporting marketing and sales materials and collateral. Analyzes prior year results to inform program changes and recommendations.
- Reviews and updates digital fundraising-related materials and Partnerships pages on AGB.org.
- Advises and contributes to development and launch of annual partnership/sponsorship sales campaigns. Follows-up to complete sale.
- Supports Senior Director in preparation of annual budget documents and information for external audit.
- Maintains and updates the Partnerships policies and procedures manual to accurately document the department's roles, responsibilities, and operations.

### **The Requirements**

- Bachelor's degree in a relevant field. Advanced understanding of certain fundamental concepts, theories, procedures, and practices related to partnerships, sponsorships, and fundraising preferred.
- Three to five years of relevant experience, preferably in a development office or sales/marketing environment. Experience and/or knowledge of the higher education sector a definite plus.
- Exceptional oral and written communication skills. Expert-level experience with Microsoft Office tools (e.g., Word, Excel, PowerPoint, etc.). Experience with an Association Management System (AMS) or fundraising software and programs is desired. Experience with Impexium a definite plus!
- Strong writing and editing skills. Strong attention to detail and accuracy of information, outstanding organizational skills, including the ability to organize and analyze large amounts of data.
- Excellent interpersonal skills and customer service acumen.
- Ability to prioritize projects and multi-task, in a fast-paced environment with tight and/or changing deadlines.
- Comfortable working collaboratively in formal teams and informal working groups, as well as independently.
- Requires limited travel (two or three meetings per year).

## **Equal Opportunity Employer**

AGB is an equal opportunity employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

## **The Organization**

At the Association of Governing Boards of Universities and Colleges (AGB), we believe in the power of higher education to transform lives, strengthen inclusive democracy, and support a thriving society. We believe that strong higher education starts with great governing boards. AGB provides advocacy, leading practices, educational resources, expert support, and renowned programs that advance board excellence for 40,000 AGB members from more than 2,000 institutions and foundations. For more than 100 years, AGB has been the trusted authority for board members, chief executives, board professionals, and key administrators on higher education governance and leadership. Learn more at [AGB.org](http://AGB.org).

Note: AGB is a hybrid workplace. Employees are expected to spend a minimum of two (2) days per week in our headquarter office in downtown Washington D.C. Applicants should reside in the District of Columbia, Virginia, or Maryland and within a reasonable commuting distance to downtown Washington D.C.

If you are interested or would like to refer an external colleague, please send materials (cover letter and resume) to:

Larry L. Robertson  
SVP, Chief People Officer  
[LRobertson@agb.org](mailto:LRobertson@agb.org)

AGB and AGB Search employees are required to inform your current manager of your your intention to apply.

