



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Manager, Coalitions and Partnerships    **OPEN:** Immediately

**LOCATION:** Washington, DC    **CLOSE:** Until filled

**CONTACT:** Vice President of Health    **SALARY:** Commensurate with experience

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### BACKGROUND

**UnidosUS**, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit [www.unidosus.org](http://www.unidosus.org) or follow us on Facebook, Instagram, and Twitter.

### SUMMARY

The Manager of Coalitions and Partnerships is a new position to support the partnership and alliance strategy to advance the implementation of UnidosUS's *Esperanza* Hope for All Campaign (EHFA) Vaccines Equity Initiative. This position is responsible for tracking and managing several key partnerships and coalitions. This work will include coordinating and implementing UnidosUS commitments; ensuring follow up and follow through with all required deliverables; and representing UnidosUS in coalition meetings related to COVID-19 and vaccination efforts. These duties and responsibilities require that the Manager of Coalitions and Partnerships actively builds, strengthens, and formalizes relationships to advance the goals of the EHFA Vaccines Equity Initiative with a variety of stakeholders, including public and private sector service providers, local, state, and federal government leaders, among others. Success in this role requires the Manager to facilitate the ongoing cultivation of relationships and strategic partnerships and closely collaborate with colleagues across the organization to coordinate timely outreach on key opportunities, challenges, milestones, and accomplishments. This position reports directly to the Vice President of Health and is based in Washington, DC.

## **RESPONSIBILITIES**

### **Partnership Management**

- Manage a portfolio of strategic partnerships and alliances.
- Track partnership and alliance opportunities that meet the goals and objectives of *Esperanza* Hope for All campaign.
- Collaborate with Development team colleagues to manage funder relationships by ensuring deliverables are met, coordinating timely responses to funder requests related to EHFA Vaccines Equity Initiative, and providing regular updates on the campaign and initiative's progress.
- Oversee commitments and deliverables with partner and funder relationships, (i.e., co-branding, promotion, engagement with Affiliates, dissemination of information, events, etc.), and ensure deliverables are communicated and met in a timely manner.
- Support engagement of UnidosUS principals in partner and coalition meetings (i.e., scheduling, coordinate meeting prep, prepare talking points, background research, etc.).
- As necessary, participate in partner meetings as UnidosUS representative.

### **Management of Internal Support**

- Help inform strategies for strengthening stakeholder relationships to support the Vaccines Leadership team toward achieving 2021 goals and benchmarks:
  - Reach 20 million Latinos with public health information.
  - Increase the proportion of Latinos who trust in the vaccine from 34% to 50%.
  - Provide targeted advocacy to address implementation issues of vaccine distribution for Latinos and those in mixed-status families.
- Act as the primary point of contact to collaborate with colleagues across the organization to coordinate timely outreach to external partners and coalitions on key opportunities, milestones, and accomplishments.
- Manage, coordinate, and document progress of work plan with the Vaccines Leadership team.
- Maintain accurate and consistent documentation of partnership and alliances.
- Provide weekly updates to Vaccines Leadership team on all partner activities.
- Support report writing and internal communication through memos, presentations, etc.
- Manage internal communications including central database of all coalition-related efforts and contact lists.

### **Outreach and Communications**

- Coordinate with the Health and Communications and Marketing teams to ensure internal and external communications are in sync, timely, and maximize opportunity for engagement, informational updates, support, etc.
- Work with Health and Communications and Marketing teams to coordinate external communications with Vaccines Leadership team, including weekly EHFA Vaccines

newsletter, producing updated EHFA Vaccines Equity presentations, visuals, and other materials about EHFA campaign.

- Lead the planning and execution of special presentations, forums, and other public opportunities to engage stakeholders.
- Other duties as assigned and required.
- **QUALIFICATIONS**  
Bachelor's degree required.
- Five (5) to (7) years of relevant experience in managing coalitions, project management, and/or external communications.
- One (1) to three (3) years of supervisory experience required.
- Project Management Certification strongly preferred.
- Demonstrated success working across the full cycle of projects and implementation.
- Experience interfacing with nonprofit organizations and partners a plus.
- Demonstrated success working with a diverse range of stakeholder organizations and partners.
- Proven experience working with managing and implementing consultant contracts, budgets and financial tracking, a plus.
- Proven success leading the execution of programs, preferably in a nonprofit environment.
- Demonstrated experience and commitment to fostering and maintaining an environment of diversity, inclusion, and belonging.
- Strong facilitation and people skills.
- Excellent organizational and record keeping skills.
- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Accountability, Respeto).
- Understanding and commitment to U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Excellent communication skills, both oral and written.
- Exceptional project implementation and management skills.
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Proficiency with Microsoft Office Suite, more specifically Office 365 and other online platforms for data management, video meetings, workshops, and webinars.
- Acute attention to detail.
- Bilingual (English/Spanish) skills a plus.

**Employment with UnidosUS is contingent upon successful completion of a background screen.**

**Please note:** Only those applicants who submit a cover letter, résumé, and writing sample will be considered for this opportunity.

**SEND COVER LETTER, RÉSUMÉ, AND WRITING SAMPLE TO:**

**UnidosUS**

[hrmail@unidosus.org](mailto:hrmail@unidosus.org)

**Subject Line:** Manager, Coalitions and Partnerships

**Attn:** Vice President of Health

***No phone calls please!***

*EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*