



VICE PRESIDENT OF EXTERNAL RELATIONS

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| REPORTS TO: | PRESIDENT |
| PRIMARY LOCATION: | BATON ROUGE (PREFERABLE) METAIRIE POSSIBLE |
| POSITION TYPE: | FULL TIME, EXEMPT |
| <i>Be sure to consult THE CENTER'S Organizational Structure & Description</i> | |

Summary

Reporting to the President, and working in close collaboration with the CEO, the Vice President (VP) of External Relations provides leadership, planning, and support with all external relations and programming in advancement, advocacy, and communications as a key member of The Center's leadership team. The VP of External Relations will design and implement a comprehensive plan for developing and maintaining key external alliances by cultivating individual and philanthropic support, overseeing revenue-generating programs within the external relations division,, funding initiatives, communications, policy, and growing partnerships throughout The Center's service areas.

Position Responsibilities & Core Functions

- Responsibility and leadership for establishing and implementing the infrastructure needed to grow the organization's revenue through the solicitation of individual gifts, corporate and foundation support, and event sponsorships.
- Responsibility and leadership for establishing and implementing all public policy and advocacy priorities in collaboration with appropriate staff
- Responsibility and leadership for establishing and implementing all strategic communications and marketing priorities in collaboration with appropriate staff
- Lead and facilitate collaborations, partnerships, and alliances in support of The Center's programs and initiatives that align with the Mission and strategic priorities
- Provide leadership to identify, cultivate, solicit and steward funders to support The Center's current program and new initiatives.
- Provide leadership by facilitating The Center's sponsor and/or exhibitor initiatives for programs and activities hosted and/or planned by The Center
- Primary responsibility and leadership for research, development and execution of all grants and/or funding proposals in partnership with key staff, including the VP of Strategy
- In collaboration with appropriate staff, facilitate event sponsorship activities including recommendations to members of the leadership team on which events and activities The Center should prioritize for participation
- Develop and implement a stewardship program aimed at cultivating deeper ties with current and prospective partners, including partnership growth.
- Collaborate with appropriate staff and/or stakeholders to ensure overall coordination, cultivation, and stewardship of the organization's current and future donors and partners; present regular statistical analysis to the leadership team and Board on advancement, advocacy, and communications performance.
- Collaborate with appropriate staff to provide evaluative information and statistics for consumption by the media and general public as directed
- Provide leadership and guidance, while promoting a positive work culture, to assigned staff and with all members of The Center's team
- Coordinate strategic efforts with appropriate staff including, but not limited to, members of the Leadership team
- Fully comply with board-approved policies and corresponding procedures

- Provide and/or lead other services and priorities of The Center as directed by the President and/or the CEO

SKILLS AND QUALIFICATIONS

- Strong connections with key decision-makers on education policy and advocacy;
- Demonstrated commitment to the Mission and core values;
- A passionate belief in research-based education and learning development practices, from birth, will lead to lifelong learning and literacy
- Ability to lead small and large group meetings; deliver presentations; and represent The Center to external audiences;
- Excellent project management skills with large long-term and complex projects;
- Capacity to work effectively independently in both office and virtual settings;
- Demonstrated ability to prioritize use of time and limited resources toward meeting ambitious measurable goals;
- Demonstrated ability to analyze public policy proposals, including the drafting of legislative language;
- Ability to use data in shaping policy messages;
- Experience in coalition-building and working in a team environment;

EDUCATION AND EXPERIENCE

- Master's, law, or other graduate degree strongly preferred; Bachelor's degree required
- A minimum of five (5) years of progressive experience in related field;
- Experience in advancement, policy, and/or communications required
- Experience in program development and event planning desired

PHYSICAL DEMANDS/REQUIREMENT

- Unusual, flexible work hours depending on operational and programmatic needs. Evening and weekend hours may be frequent depending on time of the year or operational needs
- Participate in staff planning as scheduled, both face to face and virtual
- The ability to see, speak, hear, write, and move to execute job responsibilities at The Center office and in the broader community

ENVIRONMENTAL CONDITIONS

- Required time in the office with extensive travel required; some travel overnight
- Must have reliable, insured private transportation
- Must pass an extensive criminal background check