



Job Title: Manager, External Relations
Reports To: Chief External Relations Officer
FLSA Status: Exempt
Department: External Relations
Location: Anywhere in U.S.

About SHPE

SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 13,000 student and professional members, SHPE's mission is to change lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

Mission

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

Vision

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers

Job Description

SHPE is a workforce and economic development engine. The External Relations Manager is of paramount importance and responsible for creating and strengthening mutually beneficial relationships between SHPE members and partner organizations that rely on a STEM workforce. This position will work closely with members of SHPE's Industry Partnership Council and SHPE's Government Partnership Council. In addition, the Partnership Councils Manager will lead the strategic execution and expansion of the SHPE Supporter Network, securing corporate, government and community partners to engage with SHPE on a year-round basis.

The Manager actively promotes the SHPE services by identifying customer needs, recognizing moments of opportunity, providing value-added, and providing the appropriate solution to meet customer requests in an effort close on all sales opportunities. The Manager provides friendly, courteous, and professional service by assisting our corporate, government and community partners with a variety of functions including inquiries by phone and e-mail with a focus on transformational over transactional engagement. The Manager actively promotes SHPE's year-round engagement opportunities, special events and sponsorship by identifying customer needs, recognizing moments of opportunity, and providing the appropriate solution to meet customer requests to close on all customer service and sales opportunities. The individual is required to work outside traditional business hours to ensure the fulfillment of customer and staff requirements and reports to the Chief External Relations Officer.

DUTIES AND RESPONSIBILITIES

- Constantly monitor, analyze, and evaluate the scope of services offered through SHPE's partnership councils.
- Plan, implement, and direct new programs under the supervision of the Chief External Relations Officer that lead to an increase in the number of Hispanic students and professionals employed by companies and organizations that rely on a STEM workforce.
- Support the development of all SHPE sponsorship brochures, marketing collateral and communications.
- Ability to develop and implement strategies for corporate outreach and to manage a portfolio of 75+ partners, and 10 to 20 strong prospects for our Industry and Government Partnership Councils, while tracking activity and success against goals.
- Manage all communications for partnership councils including email campaigns, monthly newsletters, and LinkedIn engagement.
- Coordinate and secure quarterly meetings for various councils including logistics and agenda management.
- Cultivate strong partnerships by building relationships with contacts to fully engage and increase support and interest in growing their SHPE funding, their organizational participation and advancing their relationship with the organization.
- Responsible for managing all partnership council contracts/agreements through the contracting, negotiating, and signing stage in partnership with SHPE's Sr. Director, Contracts and SHPE's Administration Office.
- Collaborate frequently with SHPE's Finance department to ensure proper invoicing and financial record keeping of all contracts and sponsorships.
- Establish data collection and analysis procedures to track and validate interview and placement statistics generated through SHPE career fairs.
- Supports Chief External Relations Officer in day-to-day operational tasks as requested. Including but not limited to CRM system updates, meeting prep and note taking, call scheduling and follow-up.
- Other related duties as assigned or as becomes evident.

JOB QUALIFICATIONS

- Belief in the Mission and Vision of SHPE
- Bachelor's degree from an accredited institution preferred.
- Minimum 5 years of progressive experience in nonprofit or association sponsorship, fund development or relevant professional work experience required.
- Minimum 5 years of progressive experience of significant relationship building, revenue/profit responsibility, and partnership management experience.
- Comprehension of contracting terminology a plus.
- Demonstrated skill and comfort in proactively building relationships with diverse audiences, including public officials, corporate executives, community leaders, higher-education stakeholders, and donors.

- Proven success developing, selecting and successfully operationalizing sponsorship opportunities and conferences/events through innovative ideas that generate new revenue streams and develop compelling business cases.
- Strong project management skills managing multifaceted projects resulting in measurable successes, revenue growth, and council participation growth.
- Demonstrated results in managing through complex systems and proven experience negotiating win-win agreements, corporate sponsorships, and/or contracts.
- Exceptional communication, interpersonal and public speaking skills are required.
- Excellent customer service skills and relationship management.
- Ability to analyze data from existing CRM to assess trends and opportunities for growth.
- Demonstrated ability to work both independently and collaboratively as appropriate.
- Impeccable ability to prioritize tasks, contribute to a healthy, productive work environment, and follow through on duties as assigned.
- Strong project management, organizational and time management skills.
- Excellent problem-solving, analytical and evaluative skills.
- Entrepreneurial spirit.

Work Environment:

- Demonstrated ability to work both independently and collaboratively in a remote office setting
- Impeccable ability to prioritize tasks, contribute to a healthy, productive work environment, and follow through on duties as assigned
- Excellent problem-solving, analytical, and evaluative skills
- Ability to meet deadlines
- Up to 30% travel may be required
- Valid driver's license required.

Physical Demands:

- Ability to stand $\frac{1}{3}$ of the time
- Ability to lift 10lbs or less $\frac{1}{3}$ of the time
- Ability to walk $\frac{1}{2}$ of the time
- Ability to sit more than $\frac{2}{3}$ of the time
- Ability to talk & hear $\frac{2}{3}$ of the time

COMPENSATION AND BENEFITS

- Annual salary is commensurate with experience
- Benefits package includes medical, dental, vision, retirement plan with employer match, tuition reimbursement assistance & professional development program, and vacation.

SUBMISSION REQUIREMENTS

Interested candidates should submit the following items electronically to HR@shpe.org

- Resume & Cover letter (with the subject Manager, External Relations)
- 3 professional references
- Salary requirements

Note: Submission deadline is revolving until filled. Salary Range is \$61,500 - \$63,000

EEO STATEMENT

It is the policy of SHPE not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further, SHPE will fully comply with all applicable equal employment federal, state, and local laws and regulations.