



Community Partnership Manager

Pay: \$28.84/hr +mileage

Summary of Job Description

The Community Partnership Manager is responsible for leading community outreach, partnership development, and education efforts in support of Reach for Resources' Independent Living initiatives. This position plays a key role in advancing Minnesota's Independent Living First policy by building strong relationships with community partners, coordinating educational opportunities, and increasing awareness of independent living options and resources. This role reports to the Senior Director of Program Services & Compliance.

The Community Partnership Manager works collaboratively with internal program staff and external stakeholders to implement grant-funded activities, meet project deliverables, and ensure outreach efforts are effective, accessible, and aligned with approved workplans. This position is **grant-funded** through **June 30, 2027** and is contingent upon continued funding.

Essential Job Duties

Community Partnerships & Outreach

- Identify, develop, and maintain relationships with self-advocacy groups, parent organizations, transition programs, and other community partners to promote independent living concepts and resources.
- Serve as a primary point of contact for community outreach related to independent living initiatives.
- Represent Reach for Resources at community meetings, events, and collaborative forums.
- Utilize inclusive and culturally responsive outreach strategies to engage diverse audiences.

Education, Training & Public Engagement

- Plan, organize, and deliver educational presentations and webinars focused on independent living topics, including housing options, economic assistance, services, and family education.
- Coordinate webinar logistics, materials, and content in collaboration with internal staff and subject matter experts.
- Ensure educational offerings are accessible, informative, and aligned with grant goals and timelines.

Grant Implementation & Data Tracking

- Carry out outreach and engagement activities in accordance with approved grant workplans and deliverables.
- Track outreach activities, partnerships, and participation data to support grant reporting and evaluation requirements.
- Communicate progress, outcomes, and recommendations for improvement to leadership on a regular basis.

Collaboration & Program Support

- Work closely with Housing Transition Navigators and other program staff to ensure coordinated messaging and referral pathways.

- Participate in team meetings, planning activities, and cross-department collaboration related to independent living initiatives.
- Support continuous quality improvement efforts by analyzing feedback and engagement data.

Other Duties

- Participate in agency meetings, trainings, and events as required.
- Perform other duties as assigned to support program and organizational goals

Minimum Qualifications

- Bachelor's degree in social services, nonprofit management, community development, public health, or a related field, or equivalent experience.
- Experience in community outreach, partnership development, or program coordination.
- Strong written and verbal communication skills, including public speaking and facilitation.
- Ability to build and sustain collaborative relationships with diverse community partners.
- Strong organizational skills and ability to manage multiple priorities.

Preferred Qualifications

- Experience working in disability services, housing, independent living, or related human services fields.
- Familiarity with Independent Living First principles or community-based service models.
- Experience supporting or implementing grant-funded programs.

Working Conditions and Physical Demands

- **Environment:** Combination of office, resource, hybrid and community-based work. Ability to travel locally for meetings, presentations and events is required. Occasional evening and weekend work may be required.
- **Schedule:** This is a full-time grant funded role approved through June 30, 2027. Continued employment is contingent upon the availability of grant funding and the successful completion of grant objectives.
- **Physical demands:** Light lifting (under 20lbs), traversing a variety of physical environments, safely driving a vehicle, verbal communication, ability to consistently use technology like laptop, fax machine, printer, cell phone.

Additional Information

In addition to salary, Reach for Resources offers excellent employee benefits.

Benefits may include:

- Generous PTO package (15 days for full-time staff) with increases each year worked
- 13 floating holidays annually (for full-time employees, prorated from start month in first year of employment)
- Medical, dental, and vision insurance
- Life insurance, AD&D, critical illness, hospital, legal, accident, and pet insurance
- Retirement savings plan with company matching
- Company-paid MN PFML/Short-term Disability/Long-term Disability
- Flexible schedule
- Mileage reimbursement
- Personable and fun co-workers (if we do say so ourselves)

- Caring, supportive supervisors
- Plenty of chances to wear casual clothes
- A focus on wellness

Disclaimer

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Reach for Resources, Inc. Is committed to ensuring that applicants and employees with disabilities receive support. Applicants or employees must be able to meet the minimum qualifications of the position; reasonable accommodation may be provided if requested by the employee.