



Position: *Senior Program Manager – National and Community Partnerships at the America250 Foundation*

Date Posted: *July 1, 2021*

Applications Due: *August 1, 2021*

Start Date: *September 20, 2021 (no later than)*

About America250 and the America250 Foundation

America250 is the multi-year commemoration of the 250th anniversary of the United States of America that peaks on July 4, 2026. It is a once-in-lifetime opportunity to deepen understanding of our complicated past and ignite shared optimism for our future through inclusive programs and experiences that inspire us to renew and strengthen our daring experiment in democracy. Together we are inspiring the American spirit within all Americans and each American, grounded in our nation’s founding principles, for our continuing journey toward a more perfect Union.

The America250 Foundation (Foundation) is the 501(c)(3) nonprofit partner of the U.S. Semiquincentennial Commission. The Foundation works collaboratively with the Commission and public and private entities across the country to bring the vision for America250 to life through national and grassroots programming, commercial and non-commercial partnerships, marketing, and fundraising efforts. For more information visit www.america250.org

Position Description

Reporting to the Director of Tribal and National Partnerships, the Senior Manager of National and Community Partnerships will support the Program & Planning department in building and maintaining America250’s relationships and partnership agreements with national-level partners and coordinate the promotion of community partner programs. The position is responsible for:

- 1) coordinating partnerships in the context of the National Partnership and National Partner Programs framework through the development and application of effective policies, processes, and tools. Our objective is to ensure that the portfolio of 200-500 National Partner Programs creatively expresses the America250 vision to the greatest breadth and depth possible.
- 2) coordinating partnership agreements with national organizations (commercial and non-commercial) as National Partners that: a) produce a significant number of programs in collaboration with state, federal, tribal, international, community, or private sector partners and/or b) provide other significant program-related value to America250’s vision to ignite our imaginations, elevate our diverse stories, inspire service in our communities, and demonstrate the lasting durability of the American project.
- 3) supporting the Director of Tribal and National Programs in developing and implementing policies, processes, and tools necessary to enter into agreements with National Partners.

- 4) supporting and advising the Director of Tribal and National Programs in coordinating processes and policies for coordinating America250's relationship with and promotion of an estimated 100,000+ Community Partner Programs as expressions of the America250 vision.
- 5) coordinating with the Foundation's legal, communications, and branding functions to develop and deliver benefits associated with National and Community Partner Programs.
- 6) overseeing National Partnership and Community Partnership assessment, and reporting on the status and performance of partnerships and partner programs.
- 7) representing America250 as a speaker, presenter, convener, and/or exhibitor in academic, educational, and community webinars, panel discussions, conferences, and other gatherings when relevant.
- 8) supporting the Director of Tribal and National Partnerships in identifying the people (staff, contractors, and volunteers), financial resources (money and in-kind), and tools necessary to support National Partnership Programs.

Duties and Responsibilities

- In coordination with the Director of Tribal and National Partnerships, develop, administer, and coordinate administration, and continuous improvement of policies and processes related to National Partnerships (NP), National Partner Programs (NPPs), and Community Partner Programs.
- Build (and as appropriate actively participates in) NPP planning partnerships, NP relationships, and other commercial and noncommercial relationships necessary for successful partnership and partner program implementation.
- Development of program resources to support the creativity, effectiveness, and readiness of National Partners, National Partner Programs, and Community Partner Programs.
- Support the Director of Tribal and National Partnerships in tracking, vetting, and evaluating National Partner Programs, National Partners, and Community Partners proposals and make recommendations on prospective proposals as they relate to America250's mission, vision, and any risks identified in the vetting process.
- Oversee the full life-cycle of the National Partnership processes from initial promotion through final documentation and accountability.
- Coordinate the assessment, status, and performance of National Partnerships and National Partner Programs and deliver routine and customized reports. Coordinate the assessment of and reporting on the status of Community Partner Programs.
- Brief America250 internal and external stakeholders about National Partnerships, National Partner Programs, and Community Partner Programs.
- Represent America250 and make oral presentations in meetings and other events/discussions as needed.
- As appropriate, coordinate the vetting of Community partnership proposals/applications, providing the first level of escalated review, and coordinate any necessary escalation to higher levels of review by Foundation and Commission leadership.

- Coordinate with the Foundation’s legal, communications, and branding staff and contractors to develop, deliver, and monitor the agreements, communications resources, and brand assets and guidelines, and other benefits provided to partners.
- Ensure the secure documentation of National Partnership agreements and National Partner Programs to support day-to-day business; accountability to leadership, government officials, and the public; and long-term preservation as part of the historical record.
- In coordination with the Director of Tribal and National Partnerships, the Director of Engagement, the Director of Public Outreach and Inclusion, and the Foundation’s Communications department, write and edit content for America250’s website and other promotional content around National Partners and National Partner Programs. Ensure all NP and NPP content featured in America250’s external communication is accurate, current, and mission-aligned.
- Produce a range of high-quality written work products in draft and/or final form serving various purposes and targeting both internal and external audiences.
- Assist in the preparation of the National and Tribal Partnerships portion of the planning and programming division budget and monitor and manage associated expenses.
- Draft and oversee contracts, MOUs, and Statements of Work for a portfolio of National Partners and Community Partners in collaboration with America250 legal counsel.
- Attend America250 events, programs, and commission meetings (in-person/virtual), including occasional weekends, evenings, and travel, as necessary.
- Train, supervise, and manage interns, and volunteers on assigned duties and projects related to National Partners, and, as appropriate, manage junior and mid-level programming staff.
- Work closely with staff across the organization to support America250’s mission.
- Additional duties as assigned, not limited to supporting other division initiatives.

Qualifications and Skills

- Bachelor’s degree in a humanities, management, social science, or system or program design discipline, or relevant field; advanced degree in a relevant field preferred.
- Minimum of two years’ experience working with high profile partners in the private sector.
- Minimum of four years’ experience in public programming, grants or contracts administration, or other application policy and process-oriented role.
- Experience drafting and overseeing contracts, MOUs, IAAs, and/or Statements of Work for programs and partnerships, in collaboration with legal counsel.
- Experience successfully developing and managing strategic plans and schedules.
- Experience presenting status updates and recommendations to organizational leadership and external stakeholders.
- A proven record of successful policy and process development, implementation, and administration.
- Experience creating policy, translating policy into process, and executing a programmatic mission; equal parts policy-oriented and action-oriented.
- Experience working with (and preferably supporting development of) systems for program application, review, approval, monitoring, and documentation.

- Demonstrated experience serving customers in various spheres, ideally including the nonprofit, government, and commercial contexts.
- Experience fostering a culture of trust, collaboration, and productivity; resolving conflict; and providing fruitful feedback.
- Perspective that values collective success of an organization.
- Demonstrates strong communication skills in written and oral English.
- Skilled and compassionate colleague who is attentive to details, creative, thoughtful, collaborative, confident, respectful, engaged, effective, flexible, and highly organized.
- Experience successfully developing and managing a budget.
- A passion for America250's vision.

Additional Position Information

- This is a full-time position with an anticipated start date of September 20, 2021.
- The salary for this position is \$75,000-85,000 annually. Salary is commensurate with experience. America250 offers a competitive benefits package. The America250 Foundation office is expected to move to Alexandria, VA (one block from the King Street Metro) in September 2021. America250 offices are temporarily closed due to COVID-19, and all employees are currently remote. When it is safe to return to the office, staff will work together to establish a hybrid in-office/work-from-home plan, with the expectation that staff will be working from the America250 Headquarters 2-3 days/week.
- Travel for this position may be required with potentially two-three trips/quarter. America250 staff will follow OMB travel guidance, and travel for all America250 staff will only resume when it is fully safe to do so.
- The America250 Foundation and U.S. Semiquincentennial Commission remain committed to an inclusive environment where diverse ideologies and experiences are shared in a supportive, team-oriented environment. The Foundation prioritizes diversity in its hiring, promotion, compensation, and development practices, and is committed to ensuring that the organization is fully representative of the diversity of the nation we represent.

To apply for this position, please email your resume and cover letter to jobs@america250.org by August 1, 2021