

# Pennsylvania Coalition Against Rape National Sexual Violence Resource Center

## Job Description

<b>Job Title:</b>	RALIANCE Director
<b>Department:</b>	RALIANCE
<b>Reports To:</b>	RALIANCE Managing Partners (coordinated by PCAR/NSVRC CEO)
<b>FLSA Status:</b>	Full Time, Exempt
<b>Work Hours:</b>	Primarily Regular Business Hours
<b>Travel Expectations:</b>	Travel to regional, national, and occasional international locations
<b>Office Location:</b>	Washington, D.C.
<b>Salary Scale:</b>	Level 6 – Senior Management

### About The Role

We are seeking an innovative, creative, analytical, and strategic thinker, who is passionate about our mission of ending sexual violence in one generation and can navigate the intersections of corporate culture and needs with the expertise of a complex nonprofit collaborative. The ideal candidate enjoys solving complex problems, works effectively with cross-functional teams, can work independently with minimal supervision or direction, and thrives in a fast paced setting that is constantly evolving.

The RALIANCE Director will be responsible for conceptualizing and implementing business strategy, including initiating and supporting the negotiation and execution of business development transactions for corporate enterprises. The Director will develop processes and procedures for RALIANCE activities, facilitate communication among RALIANCE staff; develop a pool of consultants to expand capacity; and serve as the primary liaison with corporate and other clients.

### What You'll Do

#### Develop Business Plan:

- Conceptualize and implement a business development strategy by identifying potential clients, collaborators, funding, and licensing opportunities.
- Research other NGO and corporate co-engagement models as part of plan development to ensure sustainable success.
- Initiate and propose business strategy with existing and potential clients. Participate in negotiations, assessments, and planning.
- Observe training delivered by RALIANCE staff; assist with content development and specialization; develop methods and protocol to ensure quality and consistency across staff and consultants.
- Work with staff to coordinate website, membership module, and other RALIANCE activities with the business goals.
- Help develop and promote RALIANCE branding and placement in target markets.

#### Corporate Liaison:

- Develop and manage corporate partnerships, including strategic prioritization, and ongoing growth planning.
- Promote RALIANCE expertise, deliverables, Transparency project, and membership program to corporations
- Manage assessment and consulting activities with corporations

**Develop Infrastructures:**

- Work with RALIANCE Managing Partners and team to define business strategy, including determination of annual goals, roles, and timelines.
- Establish effective and timely communication processes for RALIANCE team.
- Establish positive and productive culture within the office and expanded team.
- Assume a lead role in creating an infrastructure and implementing work plans and timelines for key partnership deliverables and activities, including contracts, reports, tools and events.
- Facilitate the development and implementation of sustainable corporate-facing RALIANCE-branded tools, curricula, and trainings.
- Supervise Project Manager for new Corporate Transparency Project
- Develop and manage pool of consultants

**Engagement:**

- Represent RALIANCE and promote our services by attending and presenting at business or trade conferences, meetings, and networking events; contributing written materials to trade or association publications and working with journalists covering issues of safety, diversity and inclusion.
- Cultivate strong relationships on behalf of RALIANCE with leaders, especially in the Washington DC area.
- Advocate on behalf of RALIANCE with corporate enterprises and other external stakeholders, including in-person travel and meetings, and via the media where appropriate.
- Attend events, and serve as the lead brand ambassador for RALIANCE with business leaders in corporate sectors.

**Administrative:**

- Support and prepare documents related to business development including, but not limited to, contract templates, assessment tools, competitive landscape, third-party presentations, and new opportunities.
- Prepare quarterly and annual reports and presentations to assess and communicate progress made in partnership development and related activities and deliverables.
- Participate in national meetings, conferences, trainings and events. Make public presentations in areas of expertise.
- Help plan and implement RALIANCE events.
- Participate in staff meetings, in-service trainings, other meetings as required, and perform other duties as assigned.

**EDUCATION and/or EXPERIENCE**

**Required:**

- At least five years related experience and/or training; or equivalent combination of education and experience required, along with a broad understanding of national policy development and a strong familiarity with the Washington, D.C., landscape.

- Previous experience working in corporate environment in a business development/business management, or marketing role.
- Excellent interpersonal, communication, networking, leadership, and public speaking skills; professional writing and editing skills; and the ability to be collaborative, highly organized and flexible.
- Strong ability to quickly understand sexual violence content/prevention; and be able to implement into feasible business opportunities.
- Strong ability to stratify complex ideas into actionable items.
- Self-motivated with great interpersonal skills engaging internal and external experts to forge relationships and networking
- Experience with supervision, building teams and developing infrastructure

Preferred:

- Bachelor's degree (B. A.) in Business Management, Marketing, Communications or similar field from a four-year college or university.
- Experience with the subject matter of sexual violence is highly desired, as is a sound understanding of statistics and social science methodology.
- Previous experience working in a Corporate or nonprofit environment.

**REQUIREMENTS**

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational and negotiation skills. Excellent customer service skills.
4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create an accessible environment.

**OTHER DUTIES AS REQUIRED**

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

**Effective Date/Revision date: 7/29/2019**

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Employee's Signature

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Date

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Chief Executive Officer's Signature

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Date