

## Manager of School Partnerships

### Job Description

The Manager of School Partnerships is the direct liaison between Music for Minors (MFM) and school partners, maintaining oversight of all aspects related to school/district/parent group cultivation, management, and program implementation for in-school and occasional enrichment programs. This position will currently share management of 2/3 of the MFM school partnerships portfolio in collaboration with a second staff member and work closely with additional team members in educator management, curriculum, resources, technology management, finance, human resources, development and marketing.

Position is part-time, 30 hours/week with on-site and school-site requirements.

Hours are flexible but expected to be performed during regular business/school hours Monday – Friday.

Position reports to the Executive Director.

### **Client Relations**

- Develop and nurture relationships with schools, districts, and parent groups.
- Prepare and oversee school/district contracts, classroom agreements.
- Ensure effective and timely problem solving around program issues.
- In consultation with the Director of Educational Programs, take opportunity to distribute industry related topics on music education.
- In partnership with the Director of Development and Marketing, distribute information in support of fund raising, outreach, and marketing.

### **Program Implementation and Management**

- Oversee and ensure scheduling/re-scheduling of music classes in collaboration with instructors, principals, superintendents, and classroom teachers. Manage and supervise ongoing and seasonal scheduling staff.
- Work in close collaboration with the Director of Talent on instructor needs and placement requirements.
- Coordinate ongoing information flow regarding program structures and delivery needs with appropriate MFM departments from time of inception to final contracts.
- Ensure program service weeks and deliverables are accordance with contractual agreements.
- In collaboration with programs team, develop and administer program evaluations and surveys, collect, analyze, and distribute data, and engage in appropriate follow-up both internally and externally.
- Conduct sight visits to ensure quality program delivery and customer satisfaction.
- As applicable, manage the development, collaboration, and implementation of educational enrichment partners and programs to include drafting and overseeing contractual agreements.

## **Budget and Finance**

- Contribute to the development and management of annual program budgets, with attention to pricing and subsidy models, adhering to established “schools in need” formulas/policies, and work in collaboration with the development department in annual “gap analysis” to determine targeted fundraising strategies for schools.
- Coordinate program contract details with Controller and Business Operations Manager to ensure proper billing and invoicing.

## **Market Research**

- Conduct ongoing research of community needs, market trends, and competitive organizations.
- Stay informed on school funding sources and access; LCFF, LCAP, Title I and IV as well as state propositions and county ballot measures affecting school arts/music funding.
- Prepare and deliver presentations to key decision makers.
- In collaboration with the Director of Development and Marketing, support efforts to effectively position MFM and strengthen brand awareness.

## **Additional**

- Support educator recruitment, screening, training, and appreciation.
- Participate and help manage weekly programs department meetings.

## **General**

- Participate and serve, as necessary, on board committees dedicated to program activities.
- Contribute to MFM social media messaging as needed.
- As requested, provide a written or verbal report for periodic Board of Trustee meetings.
- Assist with mailings and community and fundraising events.

## **Minimum Qualifications**

BA/BS Degree

Excellent communication skills – strong written and oral communication, interpersonal skills with both internal and external stakeholders

Ability to work collaboratively in a team environment

Ability to work under deadlines and prioritize tasks accordingly to achieve goals

Ability to implement structure and clarity during fast-paced situations

Proficiency in Microsoft Word, Excel, Powerpoint

## **Preferred Qualifications**

Music background or knowledge

Experience working in education, preferably grades K-5, communicating with principals and teachers

Previous experience with scheduling at multiple sites

Salesforce

All interested applicants should send a cover letter and resume to [jobs@mfm.org](mailto:jobs@mfm.org).