

# HOLLYHOCK

**Job Posting:** Partnership Development Associate

## ABOUT US

Hollyhock creates meaningful experiences to inspire personal growth and social transformation. We host a variety of training and programs each year on our Cortes Island campus and online, immersing our staff in a culture of connection, personal growth, and progressive social change.

## SUMMARY OF THE ROLE

The Partnership Development Associate reports to the Development Director and will steward existing partners and develop new prospects as needed to support an expanding Hollyhock Leadership Institute program. They will work closely with the Development Director, Social Innovation Director, and key stakeholders to maximize funding opportunities through strategic partnerships for the Hollyhock Leadership Institute curated programs designed to challenge systems and scale social impact.

This is a remote-within-BC (Vancouver Island, Vancouver, Cortes Island), full-time permanent position. Travel to Cortes Island will be required up to 6 times a year. The wage is \$52,000-\$65,000 plus benefits.

## WHAT WE ARE LOOKING FOR

The ideal candidate will be a natural connector and relationship builder, with experience crafting persuasive pitches for a variety of audiences – successful experience in proposal and/or grant writing is a must. A background working in purpose-based organizations, specifically in impact businesses, climate, equity, or advocacy, is a strong asset. A commitment to teamwork and strong interpersonal skills are also key for this role.

## KEY RESPONSIBILITIES

- Manage and develop a strategic portfolio of sponsors and foundation relationships.
- Identify and evaluate prospective partnerships and grant funding opportunities.
- Research, prepare, and submit effective grant applications.
- Prepare briefing materials in preparation for meetings with corporate sponsors and key stakeholders and participate in strategy meetings.
- Develop, manage, and evaluate sponsorship budgets.
- Ensure all aspects of agreements, contracts, or Memoranda of Understanding are met.

## QUALIFICATIONS

- 3+ years of proposal/grant writing experience, preferably in a not-for-profit environment.

- Proven track record of developing successful proposals and impact reports for six and seven-figure gift funders.
- Skilled storyteller with highly developed writing and editing ability.
- Possesses sound judgment and an ability to exercise a high level of confidentiality.
- Proficient in G-Suite, experience with programs and platforms such as Canva, Hubspot, eTapestry, Zoom, Slack, and Asana.
- Requires a valid BC driver's license as position may require some travel around BC.

### **APPLY**

The complete job description can be found at the link below.

If you think this position sounds like the right fit for you, please apply with your **cover letter** and **resume [HERE](#)**.

**This position will remain open until filled.**

*Hollyhock believes that employees who reflect the diversity of the communities we serve strengthen our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.*