



11th Hour Racing

Position Description

Program Manager – Partnerships (Full-Time)

SUMMARY

11th Hour Racing, a Newport RI based program of The Schmidt Family Foundation (TSFF), is committed to an innovative approach blending sport event partnership and philanthropic giving to protect the health of our oceans and waters. We are looking for a truly exceptional person to manage the 11th Hour Racing partnership strategy and relationships through a portfolio covering a spectrum of sailing teams, events, as well as marine industry, community, and technology partners.

The Program Manager must have an excellent work ethic, be highly skilled with time and project management, and possess a willingness to jump in with both feet on multiple projects at a time. The successful candidate will be confident, smart, and highly productive; prepared to take the lead on varied and dynamic projects in a high-performing and agile organization where standards are high and the expectation is for work to be completed quickly, efficiently, and accurately.

This position is based in Newport, RI and reports to the Program Director.

PRINCIPAL DUTIES

Partnership Management

- Maintain partnership portfolio: including strategy, content management, evaluations, and metrics reporting
- Manage relationships and expectations with 11th Hour Racing partners to ensure contractual obligations are met
- Review and analyze partnership proposals
- Evaluate partners and related organizations including site visits and/or travel to organizations, conferences, events, and meetings
- Engage in ongoing research in a defined area, identify potential opportunities for transformational change, and develop partnership recommendations to achieve program objectives
- Gather and analyze monitoring and evaluation data to assess program impacts, gaps, and challenges in the program's strategy, and generate learning that informs future partnerships
- Present partnership strategies and recommendations to Executive Director and Board
- Direct content strategy for relevant website and social media outreach
- Highlight traditional media opportunities and work in close regard with Communications team to incorporate and implement media strategies into the 11th Hour Racing partnership projects
- Maintain/share knowledge of current events in the environmental movement and marine conservation as they relate to programmatic outcomes
- Assist with other projects and activities as assigned

Organizational Management

- Work closely with finance teams to ensure partnerships are processed and managed in a timely, accurate and compliant manner
- Foster a dynamic, collaborative environment with other members of the 11th Hour Racing team, The 11th Hour Project teams and TSFF management to work together to achieve program goals as well as TSFF goals overall
- Keep The Schmidt Family Foundation Executive Director and Program Directors apprised on key strategic areas

MINIMUM ABILITY, SKILL, & KNOWLEDGE REQUIREMENTS

- Brings a passion for the mission of 11th Hour Racing and The Schmidt Family Foundation
- Ability to work effectively in a small organization with an emphasis on teamwork
- Excellent oral and written communication and presentation skills
- Ability to speak, read, and write effectively in English
- Strong interpersonal skills to interface and coordinate professionally with a number of diverse internal and external contacts, including partners, vendors, and fellow team members
- Strong ability to work through administrative processes with a keen attention to detail
- Flexibility to work simultaneously on a wide range of projects and ability to prioritize tasks, manage time effectively, and meet deadlines
- Ability to work legally in the United States

MINIMUM PREVIOUS EXPERIENCE, TRAINING, AND EDUCATION

- College degree or greater in Marine or Ocean Sciences, Environmental Studies, or equivalent education, with a record that demonstrates suitable preparation for this position
- Experience with large scale events, sporting events preferred
- Excellent word processing skills and fluency with MS Office and online databases
- Proficiency with social networking sites, including Twitter, Facebook, YouTube, Instagram, etc.
- 5 plus years relevant management experience knowledge of ocean and marine industries strongly preferred
- Non-profit experience and/or volunteering experience strongly preferred
- Sailing and sailboat racing experience preferred

SUPERVISORY RESPONSIBILITIES

This position does not supervise any employees at this time.

WORKING ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

Approximately 90% of time spent on the job involves use of a video display terminal; therefore, the candidate must be able to sit for extended periods and to utilize standard ergonomics practices. This position primarily works in an office environment, requiring the following activity: lifting and carrying materials weighing up to 15 pounds, kneeling, and bending. Must be able to use standard office equipment such as copiers and faxes.

COMMITMENT TO DIVERSITY

11th Hour Racing is an equal opportunity employer and strives to create an atmosphere where diversity of identity, experience, and background are welcomed, valued and supported. 11th Hour Racing believes that diversity brings about greater sustainability on all levels and aims to use its resources to generate greater social and environmental diversity through its grant-making and other related investments.

OTHER INFORMATION

Employees must adhere to all applicable Foundation policies and procedures. Regular and predictable attendance is required. Willingness and ability to travel and work non-standard business hours, such as nights and weekends, on an as-needed basis is required. Employees must be able to cope effectively with deadlines and multiple demands.

Salary commensurate with experience. Excellent benefits provided.

To apply, email resume and cover letter to jobs@11thhourracing.org with the job title in the subject line

No phone calls please.