

LITERACY PARTNERS

Position Title: Senior Program Manager of Strategic Partnerships

Location: Las Vegas or San Diego (Remote/Hybrid)

About Literacy Partners

Literacy Partners advances literacy two generations at a time by supporting adults, parents, and caregivers in nurturing the literacy skills they and the children in their lives need to thrive. We envision a world in which everyone has the literacy skills necessary to create social and economic opportunities for themselves, their children, and their communities.

Learn more about Literacy Partners: www.literacypartners.org

Position Description

Reporting to the Associate Director of Program Development, the Senior Manager of Strategic Partnerships is a strategic relationship builder, community engagement leader, and partnership development professional who advances Literacy Partners' two-generation mission by cultivating high-impact partnerships that expand access to programs, increase program enrollment, and strengthen family literacy outcomes. This role develops and stewards a diverse portfolio of partnerships across education, government, healthcare, early childhood, and community organizations while ensuring Literacy Partners delivers on its commitments to partners through exceptional relationship management and collaborative service delivery. Additionally, the Senior Manager identifies new opportunities for organizational growth, analyzes partnership performance to strengthen impact, and works across teams to align partnership strategy with evolving organizational priorities, positioning Literacy Partners as a trusted leader in family literacy and collective impact.

Key responsibilities

Build Strategic Partnerships

- Develop and cultivate strategic partnerships with schools, early childhood providers, government agencies, healthcare organizations, community-based organizations, libraries, and other cross-sector partners.
- Expand referral pipelines and partnership opportunities that increase enrollment, strengthen community engagement, and support development and implementation of organizational strategic plans.

- Identify emerging partnership opportunities that align with Literacy Partners' strategic priorities and evolving initiatives.
- Conduct field research and analyze demographic data to identify priority communities, inform outreach strategies, and understand partner needs or priorities related to caregiver engagement.

Steward Partner Success

- Manage the partnership lifecycle from prospecting through renewal, ensuring high-quality relationship management, alignment across internal teams, and accountability for fulfilling partnership commitments.
- Coordinate partnership agreements, communications, partner-facing logistics, and cross-functional collaboration to ensure Literacy Partners fulfills its commitments and deliverables.
- Evaluate partnership performance, recommend strategies to strengthen impact and sustainability, and ensure accurate documentation of activities, outcomes, and deliverables for reporting.
- Work closely with the Associate Director of Program Development and the strategic relationships team to develop pitch decks, communications, website and social media content.

Advance Community Impact

- Represent Literacy Partners at partner meetings, coalition meetings, conferences, funder meetings, schools, community events, and other public forums.
- Build collaborative relationships that advance early literacy, adult education, and two-generation learning initiatives.
- Present Literacy Partners' programs, educational media, and partnership opportunities to diverse audiences.

Lead Cross-Organizational Collaboration

- Collaborate across departments to align partnership activities with organizational priorities, program capacity, and strategic goals.
- Maintain partnership documentation, tracking systems, and performance reports to support planning and continuous improvement.
- Contribute to organizational initiatives, special projects, fundraising activities, and other responsibilities as assigned.

Qualifications

- Bachelor's degree required; Master's degree in Education, Public Administration, Nonprofit Management, Public Health, Communications, or a related field preferred.
- Minimum five years of progressively responsible experience in partnership development, community engagement, nonprofit leadership, education, or external affairs (preferably working with parents of young children and/or lower-level adult learners).
- Demonstrated success developing partnerships with government agencies, school districts, early childhood providers, healthcare organizations, and/or community-based organizations.

- Experience participating in or leading collective impact initiatives, coalitions, or cross-sector collaborations.
- Experience developing community engagement or enrollment strategies that achieve measurable outcomes.
- Strong organizational, project management, and problem-solving skills with the ability to manage multiple priorities.
- Proficiency in video conferencing and technology for dynamic presentations, as well as organization tracking systems.
- Outstanding written, verbal, and interpersonal communication skills and proven relationship management skills.
- Excellent computer skills, including spreadsheets, slides, and database management.
- Demonstrated experience working in a collaborative work environment and promoting teamwork.
- Demonstrated ability to communicate, motivate, lead, and relate effectively to a wide variety of individuals.
- Able to work both independently and in cross-functional teams and solve problems creatively.
- Excellent written, verbal, interpersonal, and presentation skills.
- Fully bilingual in English and Spanish with the ability to communicate professionally in both languages.
- A great sense of humor.

Additional Workplace Expectations:

- This is a full-time, exempt position.
- This is a hybrid position requiring both remote work and regular in-person engagement with partners in the field, including partner sites, schools, early childhood centers, coalition meetings, conferences, community events, and funder meetings, as needed.
- Travel to partners in our key regions - San Diego, Las Vegas, Reno, Philadelphia, and New York City – or to other locations as needed.
- Occasional evening or weekend work may be required to support partnership meetings, community engagement activities, conferences, travel and organizational events.

Compensation and Benefits:

- The annual starting salary range for this position is \$71,250 - \$74,250.
- Literacy Partners is also proud to offer additional competitive benefits, including 20 vacation days, 3 personal days, 12 paid holidays, 40 hours of sick leave, excellent medical, dental, and vision plans, employer match to retirement plan contributions, employer-sponsored life insurance and long-term disability insurance, and access to pre-tax benefit programs such as commuter benefits and flexible spending accounts.

How to Apply: Send a resume with a thoughtful cover letter attached to job@literacypartners.org. Put “**Senior Program Manager of Strategic Partnerships**” with your name in the subject line. Interviews will be granted on a rolling basis until the position is filled.

Literacy Partners is committed to diversity and is a proud Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees.