



## Position Description: Partnership Director

### MyPath Overview

A national nonprofit headquartered in the SoMa District of San Francisco, MyPath supports youth from low income families to take control of their finances and achieve economic mobility. To this end, MyPath designs effective models that support youth to bank, save, build credit and develop financial confidence. MyPath shares best practices with others in the financial capability field through training and technical assistance to support the adoption of our approaches in communities. Finally, MyPath advances policy change in partnership with young people. Over the past 10 years, MyPath has grown to partner nationally with credit unions, cities, and youth employment programs in 17 locations across the country with youth collectively saving over \$4.25 million dollars using MyPath's Savings Model. Our results and best practices have been published by the Federal Reserve Bank of San Francisco, the Journal of Consumer Affairs and the Consumer Financial Protection Bureau. We are located on Mission Street near BART stations. To learn more about MyPath, visit us at [MyPathUS.org](http://MyPathUS.org).

### Position Description

The Partnership Director position is critical for MyPath at this stage of our growth. As the Partnership Director at MyPath, this role will ensure that our local and national partners receive high quality technical assistance and training as they integrate MyPath models into their youth employment programs. Expectations for role include the need to surface lessons and insights within the Financial Capability field, the ability to scale programs and establish new partnerships, and collaboration on the development of technology to streamline delivery. The Partnership Director works in close collaboration and is supervised by the Chief Operations Officer. We are looking for an energetic, highly motivated individual with demonstrated partnership development and management skills, strong writing, speaking and training abilities, project management skills, a sense of humor and passion for our mission.

### Roles and Responsibilities

- Supervise, support and develop program operations team, including a team of trainers delivering MyPath's savings and credit curricula and financial coaching model
- Design and develop curriculum content, training materials, teaching aids, and all aspects of curriculum development with a focus on financial capability
- Provide vision for local partnerships to ensure successful implementation in specific cities, including youth employment partners and financial partners
- Oversee liaison between youth employment partners and financial institution partners, in collaboration with relevant MyPath program staff
- Collaborate with Strategic Growth Lead on managing existing partnerships and relationships and identifying new potential local partners for vetting and onboarding process

- Collaborate with COO on development and management of full scale TA plans, which includes Train-the-Trainer sessions, program integration workplans, account enrollment processes, and monitoring quality of partner services delivery
- Manage and oversee delivery of MyPath staff delivering TA and training to youth employment partners (nonprofit and/or municipal) and financial institution partners, including facilitation of joint planning processes
- In concert with the COO and Partnership team members, identify potential pathways to scale as well as support accompanying resource acquisition
- Manage delivery of all program grants and contracts, including deliverables vetting, proposal support, work plan management, budget management, reporting systems and interfacing with funders
- Collaborate with COO and CTO on the development of contracts/scopes of work for special projects, including pilot projects or projects being completed by outside vendors (technology development, information systems, materials layout, etc.), and support the development of systems and processes needed for execution of projects
- Ensure collaboration, communication and lesson sharing across MyPath's program areas, Design, Youth Engagement and Partnerships, elevating lessons to be shared externally with the field and/or lessons to be explored further via research and evaluation
- Liaison with national partners, including field stakeholders with scale delivery channels, as well as delivery partners. Present at national, regional, and local conferences, as needed.
- Engage with Partnerships and Design Teams to assess and develop improvement of internal systems and technology tools and platforms to support strategic plan

#### Partner Outreach and Onboarding

- Collaborate with the Strategic Growth Lead, COO and CTO on the development of outreach webinars and introductory materials, process, and tools, and ensure ongoing improvements
- Lead conversations with potential local partners and project manage outreach and vetting process Data Collection and Insights
- Manage data collection with youth employment partner agencies and financial institutions, including ensuring partners complete evaluation plan activities (outcomes data submission, end-of year debrief meetings, etc.) in a timely fashion
- Monitor and report progress of the various projects to all local stakeholders
- Contribute insights, best practices and lessons to the data analysis process, in collaboration with technology and program teams
- Ensure partner profile, process and outcomes data is effectively tracked in Salesforce
- Support reporting for partners, funders and program evaluation, in collaboration with executive team and program team

#### Required Qualifications:

- Bachelor's degree in social services, education, liberal arts, accounting, organizational management or equivalent experience; Master's preferred
- Must be able to travel for delivery and observation of training workshops, conferences, and meetings; travel expectation would be at minimum once a month ranging from 1-5 days at a time
- 5-7 years experience working with youth in social services field, including direct service with youth 14-24, and a minimum of 5 years experience in a leadership and/or management role, including supervision of a growing team
- Experience with curriculum design and development

- Experience developing and maintaining partnerships and related MOUs, data sharing and problem-solving
- Knowledge of financial services and/or experience in a nonprofit program that integrates financial services into its program
- Demonstrated experience working in and with low-wealth communities and communities of color
- Adept at managing complex collaborative partnerships and projects
- Experience creating and maintaining programmatic materials, systems and processes
- Positive, energetic attitude and strong interpersonal skills
- Excellent written and verbal communications skills
- Experience designing and delivering effective training to youth and adults, ideally with some experience designing and training in partnership with youth
- Experience delivering technical assistance to nonprofit, social service agency, and/or financial institution staff at all levels
- Experience with database systems and online CRM applications (Salesforce experience preferred)

Competitive nonprofit salary range depending upon experience. Benefits include 100% employer paid health/vision/dental, flexible spending accounts including commuter benefits, and 401K with potential for employer contribution. Professional development funds available to support staff in advancing career objectives.

### **Equal Opportunity**

MyPath is an equal opportunity employer, and we actively work to build a team that reflects the diversity of the communities and young people we serve. People of color, women, and LGBTQQ candidates are strongly encouraged to apply.

### **How to Apply**

Please send your resume and cover letter describing your interest and experience to [jobs@mypathus.org](mailto:jobs@mypathus.org), with Partnership Director in the subject line. Applications are currently being accepted for review.