



FUTURES AND OPTIONS

Connecting Urban Youth to Careers

Job Title: Corporate Partnership Manager

Organization Overview:

For more than a decade, Futures and Options has *empowered* New York City's underserved youth to explore careers through career development and paid, mentored internships. We reach out to teens at a formative time of their lives, guiding them to further their education and become contributing citizens. Our model program enables New York's underserved youth to gain much-needed access to the economic mainstream, work-readiness training and support from caring adults. At the same time, private and nonprofit businesses are connected to a pipeline of promising, motivated and diverse young interns. Together with our business and community partners, we are building the workforce of tomorrow. Our career development program makes it possible for underserved, motivated teens to acquire the applied skills and higher education to successfully contribute to a global 21st-century economy.

Since our inception, Futures and Options has served more than 1,500 New York City teens and coordinated internship placements at more than 300 private and nonprofit businesses in New York City, **with 95% of all participants successfully completing their internships, graduating from high school and pursuing higher education.**

Job Description: The Corporate Partnership Manager is an integral part of the Futures and Options program team. S/he will work closely with the Executive Director and our Internship and Pre-Internship program coordinators to open the doors for underserved youth to achieve meaningful professional careers and provide the business community with a trained, educated and diverse young workforce. Specifically, the Corporate Partnership Manager would support the efforts of our Internship and Pre-Internship programs by building our network of small business, nonprofit and multinational corporate partners, who are eager to invest in tomorrow's workforce.

The Corporate Partnership Manager would be responsible for recruiting New York City businesses that would partner with Futures and Options to: 1) provide vital hands-on work experience for diverse, motivated high school youth; 2) share valuable corporate expertise and training resources to ensure that our career readiness programs provide the best activities and information to prepare our teens for the 21st Century workforce; and 3) participate in career exploration activities with Futures and Options' youth to stimulate their imagination about their own future and possible careers.

Key Responsibilities

- Create, implement and measure the success of a comprehensive corporate partnership strategy that aligns with Futures and Options' mission and goals for program growth.

- Develop short- and long- term metrics designed to monitor the activities and progress of the strategy for building Futures and Options' corporate partnerships and evaluate the effectiveness of the strategy.
- Cultivate, manage, support, and track relationships with all corporate partners and prospects.
- Assist in the development of a revenue-generating business plan to ensure the sustainability of Futures and Options' internship programs.
- Help develop and leverage leads to businesses through referrals, telephone canvassing, cold calling, direct mail and networking events.
- Engage with prospective and current corporate partners, which include multinational corporations, small businesses and nonprofits.
- Network with a broad range of business partners, ranging from high level corporate executives to department supervisors and HR professionals.
- Develop a data tracking system to maintain accurate records of all prospecting activities including recruiting calls, presentations, successful partnerships, follow-up activities and contacts.
- In conjunction with the Executive Director and the internship program coordinators develop the annual plan with specific objectives designed to meet or exceed our annual goals for new internship placements.
- Serve as liaison between business partners and Futures and Options staff, assisting with introductions, support, logistics and follow up, as needed.
- Assist with the development, collection and review of supervisor feedback surveys.
- Participate in all staff meetings.
- Collaborate with Futures and Options staff on any relevant development, volunteer, and alumni activities.

Qualifications:

- A strong commitment to the mission of Futures and Options and a belief in the potential of New York City's underserved teens.
- Comfortable in a fast-paced, changing, entrepreneurial environment.
- Minimum 3 years of account management experience, marked by strong organizational skills, an attention to detail and persistent follow-up.
- Experience in forging and developing relationships with clients and an understanding of the corporate/business culture with a solid network of New York City business contacts.
- A resourceful style with the ability to work independently, take initiative and manage multiple tasks and projects as well as to be a team player who is eager to collaborate with others.
- Excellent written and verbal communication skills.
- An ability to network and build alliances.
- Strong creative, analytical and interpersonal skills along with a high degree of personal and professional integrity.
- Must have computer proficiency and knowledge of MS Office, including Outlook, Excel and PowerPoint.
- Bachelor's degree required. MBA or MA preferred.

Please email resume and cover letter to pmachir@futuresandoptions.org with Corporate Partnership Manager as the subject line.

No phone calls. Only those candidates selected for an interview will be contacted. Futures and Options is an Equal Opportunity Employer.