



PROJECT HOPE ALLIANCE, COSTA MESA, CA

Ending the cycle of homelessness, one child at a time.

PHA Philosophies:

- We start with the conviction that ***all things are possible*** for children experiencing homelessness.
- We believe ***our investment in children will yield a present and future dividend***. We end homelessness today by housing families and prevent homelessness tomorrow by journeying with their children into a future that does not include homelessness.
- All of our focus is on ***ensuring that children experiencing homelessness do not become adults who experience homelessness***; our work is to be ***generational disruptors***.
- We ***serve children birth to age 24*** because we ***believe journeying with them to adulthood will disrupt generational homelessness***.
- ***We help children by supporting their parents***. At the same time, we resource the parent only if it benefits the children.
- We are ***called to*** provide children with opportunities and eliminate barriers, so they are ***free to believe*** that ***all things are possible for themselves***. We ***walk alongside families and children in partnership, giving them dignity while fostering independence, stability, and HOPE***.
- Our ***work is not finished*** until our ***community is able to meet the needs for the housing, educational, social-emotional, opportunity, health, and esteem needs of children***. Our greatest achievement would be to be no longer needed.

Job Title: Partnership Manager

Reports to: Chief Partnership Officer

FSLA Classification FT, Exempt

Supervises Others: No

Position Summary

The Partnership Manager advances Project Hope Alliance's mission by cultivating meaningful relationships with educators, schools, community organizations, and public partners that improve opportunities and outcomes for children and youth experiencing homelessness. Reporting to the Chief Partnership Officer, the Partnership Manager serves as a strategic thought partner in identifying opportunities to strengthen existing partnerships, develop new educator and community relationships, and expand Project Hope Alliance's influence throughout Orange County. The Partnership Manager leads the development, facilitation, and continuous improvement of professional development opportunities for educators and community partners, ensuring trainings reflect emerging best practices, current research, and the evolving needs of children and youth experiencing homelessness. Working collaboratively across departments, this role translates organizational learning into practical tools, resources, and partnerships that strengthen the community's capacity to support youth experiencing homelessness.

The Partnership Manager is a dynamic, relational, and values-driven leader who combines strategic thinking with exceptional communication and facilitation skills. They are passionate

about building authentic relationships, fostering collaboration, and helping advance Project Hope Alliance's vision of ensuring every student experiencing homelessness has the support they need to succeed.

Job Duties

Partnership Development & Stewardship

- Cultivate, develop, and steward relationships with educators, school personnel, community organizations, and public agencies that advance Project Hope Alliance's mission.
- Identify opportunities to strengthen existing partnerships while exploring new collaborations that increase access to resources, services, and opportunities for youth experiencing homelessness.
- Serve as a trusted relationship manager for educators and community partners, maintaining consistent communication and ongoing engagement.
- Support the Chief Partnership Officer in implementing partnership expansion strategies and identifying emerging partnership opportunities.

Professional Development & Training

- Design, facilitate, and continuously improve professional development workshops, presentations, and learning experiences for educators, community organizations, and public partners.
- Research emerging best practices, legislation, and trends impacting youth experiencing homelessness and integrate relevant information into training materials.
- Develop engaging educational resources, facilitation guides, and tools that build partner capacity and increase understanding of youth homelessness.
- Evaluate participant feedback and training outcomes to strengthen future professional development offerings.

Systems Change & Field Influence

- Monitor local, state, and national trends and funding opportunities related to youth homelessness, education, and cross-system collaboration and share opportunities with PHA team.
- Contribute to the development of best practices, tools, and resources that strengthen the community's response to youth homelessness.
- Represent Project Hope Alliance at community meetings, coalitions, conferences, and collaborative initiatives.
- Support advocacy and systems change efforts by identifying partnership opportunities that improve outcomes for children and youth experiencing homelessness.

Cross-Department Collaboration

- Collaborate with the Program Team to understand emerging needs of youth and families and identify partnership opportunities that address those needs.
- Partner with Development, Operations, Data & Impact, and Program teams to support organizational priorities and strategic initiatives.
- Serve as a thought partner to the Chief Partnership Officer in identifying opportunities for continuous improvement and organizational growth.

Qualifications

- Bachelor's degree in Education, Social Work, Public Administration, Public Policy, Communications, Human Services, Psychology, Nonprofit Management, or a related field required.
- Minimum of five years of progressively responsible experience in partnership development, relationship management, community engagement, education, nonprofit leadership, or related field.
- Demonstrated experience developing and maintaining strategic partnerships with external stakeholders, such as schools, educators, community organizations, donors, or public agencies.
- Experience designing and facilitating professional development, workshops, or adult learning experiences.
- Excellent presentation, facilitation, written, and verbal communication skills.
- Strong strategic thinking, project management, and relationship-building abilities.
- Demonstrated initiative, sound judgment, and ability to manage multiple priorities.
- Commitment to Project Hope Alliance's mission and values.
- Requires excellent organizational and communications skills as well as initiative.
- Ability and willingness to work evenings and weekends as required for the job.
- Access to a car with current California driver's license and automobile insurance.

Physical Requirements

This is largely a sedentary position that requires the ability to speak, hear, and see, and to lift small objects up to 20 lbs. May require the ability to travel locally and/or regionally. The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Salary Requirements

Salary Range: Salary is commensurate with experience and between \$72,000-\$76,000