Partner Relations and Communications Coordinator

The Heller School for Social Policy and Management at Brandeis University seeks a highly motivated Partner Relations and Communications Coordinator for the Relational Coordination Research Collaborative (RCRC). This person will develop and implement strategies to

1) enhance RCRC communications  
2) build relationships with our current partners and recruit new partners  
3) plan and host events for our partners to learn and connect  
4) carry out budget reporting related to each of these responsibilities

• **Partnership Retention and Recruitment**: Engage with organizational, research center, professional, faculty and student partners of the RCRC on an ongoing basis to understand their needs and ensure they are receiving the value they seek in their partnership. Partner engagement includes the development of new engagement strategies, building and fostering ongoing relationships among RCRC partners, and between the RCRC, conducting semi-annual partner check-in calls. This person will also manage our pipeline of prospective partners, reaching out to them and cultivating relationships with them. This job also includes partner invoicing, payments and tracking.

• **Communications**: Develop and manage public engagement material including the RCRC website, social media, flyers, and maintenance of our Customer Relationship Management system. The RCRC website includes the Resource Center, including research findings, intervention database, Tools for Change, and video database. This person will also liaise with the Heller and Brandeis communications offices to expand media presence. These activities will require the use of Brandeis CMS, WordPress, Zoho CRM and Zoho Campaigns.

• **Event Planning and Implementation**: Contribute to the partner value proposition by planning and leading partner activities and events, in partnership with the RCRC team. These events include the RC Café, Research Webinars, the Annual RCRC Fall Roundtable (requires 3 days of travel), and the RCRC Research Colloquium.

• **Budget Reporting**: Responsible for invoicing and monthly budget reporting related to all the above areas of work. This person will work closely with the Research Program Manager to develop monthly budget reports for the Executive Director and the Heller School.

**Qualifications:**

• Very strong oral and written communication and interpersonal skills  
• High level of motivation and confidence when relating with others  
• Strong teamwork orientation, creativity and problem solving skills  
• Demonstrated initiative and ownership of his/her work  
• Bachelor’s degree required, Master’s degree preferred  
• 3-5 years of experience in customer/client relations and communications  
• Experience and skill with Microsoft Office products including PowerPoint and Excel, publishing technologies, digital imaging manipulation  
• Demonstrated willingness to learn Zoho, WordPress and the Brandeis CMS