



POSITION DESCRIPTION

Position Title	Strategic Relations Specialist
Business Unit	Executive Office
Home Department	Executive Office
Location	Chevy Chase, MD
FLSA Status	Exempt
Full-Time or Part-Time	Full-Time
Telecommuter Status	Position not eligible for telecommuting

Position Summary

National 4-H Council is currently seeking a Strategic Relations Specialist who will be responsible for assisting in the formulation, expansion, and implementation of Board/Donor/Alumni development and engagement strategies to assure the continued growth and success of Council. The Strategic Relations Specialist will assist the Chief Strategy Officer (CSO) and other Executive Team members with creating, communicating and evaluating long and short-term initiatives within Council and within the 4-H system. Additionally, the Strategic Relations Specialist will develop alliances and engagement opportunities in line with Council's strategic plan, she/he will report the CSO.

Responsibilities

Board Development and Engagement

- Plan and execute four board meetings that include off-site meetings, receptions, and other board-related events.
- Support the design, development and implementation of a long-term Board Development plan, including board recruitment, and orientation and engagement on behalf of the Executive Office.
- Working in close partnership with the Resource Development team, develop customized orientation/engagement opportunities for new and current Trustees.
- Support the CSO by managing logistics and preparing communications for the Executive, Board Governance and Youth Advisory Committees.
- Develop market research, intelligence gathering and forecasting.
- Provide overall support as needed to Council's Board of Trustees and Executive Team.
- Partner with the CSO and Chief Financial Officer CFO to communicate and implement Council's annual planning and budgeting process.
- Support measurement and analysis of Council's long- and short-term strategic planning efforts, including a quarterly Scorecard submitted to the Board's Governance Committee.

Donor Stewardship

- Engagement and stewardship of individual donors and alumni through meetings, trips, events, and other activities.

- Manage and cultivate a portfolio of approximately 30-50 4-H VIPs including Trustees, Celebrities, Alumni and individual donors
- Work in collaboration with the Resource Development and Marketing teams to cultivate, solicit and steward major gift donors.
- Plan and execute key 4-H site visits and tours for VIPs and other major gift donors.
- In collaboration with key marketing associates develop a recognition program for Trustees and major donors.

Government Relations

- Drive engagement with principals/Congressional members and staffers across the Executive and Legislative branches of the US government to further develop the 4-H brand and its impact.
- Create/build relationships with Congressional offices of alumni and supporters of 4-H.
- Schedule regular meetings with key Members for CEO and Trustees.
- Leverage the 4-H Caucus as a tool to increase meetings/events on Capitol Hill.

Qualifications

- Bachelors Degree required. A minimum of two years in nonprofit sector and/or corporate business planning and donor/influencer stewardship roles, required.
- Experience on Capitol Hill or within the Executive branch preferred.
- Ability to professionally engage and support Trustees and their organizations/staff.
- Ability to lead and inspire colleagues, to work independently, and prioritize responsibilities;
- Must have an understanding of strategic and financial processes, including budgeting and project planning.
- Experience managing projects from needs analysis, requirements gathering, budgeting, and design/prototyping through development, implementation and process improvement.
- Passion for collaboration and ability to move ideas into action
- Strong analytical approach in translating concepts into more concrete frameworks and actionable solutions; the capacity to understand, pro-actively use and develop management, financial and revenue reports.
- Knowledge of the non-profit sector and a past record of strategic and tactical success.
- Prior experience in multiple cross-functional positions within a corporate or non-profit organization.
- Demonstrated ability to craft and communicate a substantive and accurate message to a wide variety of audiences over a period of time without line authority for implementation.
- Proven experience working with a diverse team of professionals across multiple business units.
- Multi-dimensional, creative thinker with ability to accommodate diverse viewpoints.

Revision Date

6.6.17