****

**Director of Strategic Partnerships**

**and Wraparound Services**

**Agency Overview:**

The Kellin Foundation is a nonprofit (501c3) organization that strengthens resilience among children, families, adults, and communities through trauma-informed behavioral health services focused on prevention, treatment, and healing.  This is the backbone of our motto of ​making a difference together! [www.kellinfoundation.org](http://www.kellinfoundation.org)

**Position Overview:**

The Director of Strategic Partnerships and Wraparound Services will provide leadership and expertise around two core areas that complement each other, including a) building strategic partnerships with community members, organizations, businesses, government offices, and other interested parties, and b) overseeing wraparound services (care coordination, peer support, and community outreach) to ensure alignment with community and partner needs with wraparound services.

**Duties and Responsibilities**

*A. Program Development and Services (50%)*

a.      Assist with the development and infrastructure of programs, including (but not limited to) school-based mental health programs and the Resilient Guilford Network.

b.      Assist with care coordination referrals and provide direct care coordination assistance in partnership with the wraparound services team lead(s).

c.      Assist with strategic partnership development at the Hope Hub, including engaging potential onsite partners and assisting with requests for offsite partner use of the space in coordination with the Operations Director.

d.      Liaison with onsite partners at the Hope Hub to address any needs that surface in coordination with the Operations Director.

*B. Leadership and Supervision (25%)*

a.      Serve on the executive leadership team, attend meetings regularly, and provide input to build the strategic direction of the organization.

b.      Oversee the wraparound services team members (care coordinators, peer support team, and community outreach specialists), including sitting in on and supporting regular group supervision and one-on-one coaching sessions as needed, in coordination with the Chief Program Officer and Wraparound Services Supervisor.

c.      Assist with the communication of the calendar of upcoming wraparound services workshops, groups, and opportunities to the Chief Program Officer and Communications Director to ensure consistent and timely marketing and messaging of services, workshops, and opportunities for recruitment and maximum impact.

d.      Participate in the planning of agency special events as part of the executive leadership team (e.g., Journey to Brave, Shea’s Chase, and others as identified).

*C. Fund Development (25%)*

a.      Help to identify potential funding opportunities (e.g., grants or corporate/business partners) and assist with some grant writing where appropriate.

b.      Assist with the logistical coordination of the capital campaign cabinet meetings, such as agenda development, email reminders, and cabinet action steps identified, in coordination with the President and CEO.

*D. Other*

1. Collect tracking data and information as necessary for project outcome measurement.
2. Attend all program and agency meetings as assigned.
3. Actively participate in agency events, trainings, and outreach, representing the agency consistent with the passion and mission of the organization.
4. Additional responsibilities as deemed necessary for the position.

**Qualifications**

* Passion for the Kellin Foundation’s mission and ability to articulate its philosophy, values, practices to internal and external stakeholders.
* Minimum of five years of leadership experience demonstrating success in leading multi-disciplinary teams
* Demonstrated interest in nonprofit work, including experience with data collection and management
* Master’s Degree preferred in a human services field, Minimum of a Bachelor’s degree
* Experience with care coordination
* Knowledge of community partners
* Excellent verbal and written communication skills
* Team player with a “can do” attitude
* Demonstrated ability to work within an interdisciplinary team
* Grant writing experience a plus
* Ability to adjust to the diverse needs of clients and staff and maintain flexibility
* Strong ability to multi-task on multi-component projects
* Strong organization skills and attention to detail
* Must be dependable and accountable
* Demonstrates good interpersonal skills and professionalism
* Maintains a professional appearance
* Practices recovery-based principles when interacting/supervising staff (strength-based approach)
* Demonstrates a positive attitude to all peers/clients/customers, fellow employees, Board Members, and community partners
* Communicates with compassion and courtesy
* Maintains privacy and confidentiality
* Demonstrated ability to provide effective supervision
* Background with teaching and/or training preferred
* Flexibility in scheduling and assignment
* Ability to establish priorities, work independently, and proceed with objectives independently
* Proficiency in Microsoft Office package, internet, email, social media, and other computer skills

**Supervisory:** This position is co-supervised by the President/CEO and Chief Program Officer.

**Position Structure:** 40 hours per week

**Travel:** Local travel for project team meetings (reimbursed if outside of Greensboro) and some services may be provided offsite.

**Salary:** Salary commensurate upon experience.

**Application Procedures:**

Interested contractual applicants must submit (1) Application, (2) Cover Letter, and (3) Complete resume, including references with contact information to [info@kellinfoundation.org](mailto:info@kellinfoundation.org)