



## Manager, National and Community Partnerships

### Organization

Retirement is not "golden" for all older adults. Over 25 million Americans aged 60+ are economically insecure—struggling with rising housing and health care bills, inadequate nutrition, lack of access to transportation, diminished savings, and job loss. Millions more struggle with chronic conditions. Today's older adults have been given an unprecedented gift of health and time. Longer lifespans bring both challenges and opportunities as older adults strive to stay healthy, secure, and independent. For over 60 years, the [National Council on Aging](http://www.ncoa.org) (NCOA) has been a national voice for older Americans—especially those who are vulnerable and disadvantaged—and the community organizations that serve them. As baby boomers grow older, it will be increasingly important to them and to our country that they be as healthy, independent, and financially secure as possible.

### Position

In this newly created position as Manager, National and Community Partnerships, you will have a direct influence on our social impact goal—improve the health and economic security of 10 million older adults by 2020. In this role, you will form new partnerships to connect them with NCOA's [economic security](#) and [healthy aging](#) programs and services. This role will expand beyond NCOA's current network alliance of aging service providers already in place. You will connect with faith-based, community-based, regional, and national organizations that have contact with and/or represent diverse and hard-to-reach senior populations.

In this role, a significant part of your time will be spent reaching out to these organizations, building relationships, attending conferences, conducting meetings, and assessing partner needs and how we can assist and support them. You will develop strong relationships within these organizations so that NCOA's presence is substantial and more seniors are reached.

### Responsibilities

- Serve as collaborator and liaison, improving outreach and engagement, and building relationships with faith-based, community-based, regional, and national organizations.
- Promote and enhance culturally competent communication and education on public benefit programs with diverse and hard-to-reach senior populations.
- Collaborate with NCOA's economic security, health aging, public policy and advocacy teams to ensure organizational goals are considered (i.e., increasing access to benefits like Medicaid, Medicare, SNAP, and LIHEAP, access to evidence-based programs like Chronic Disease Self-Management and Falls Prevention, etc.).
- Establish and maintain positive relationships with key stakeholders at faith-based, community-based, regional, and national organizations and other external constituencies to achieve desired programming goals.
- Provide expertise about local, national, and industry trends and best practices for



expanding access to public benefits for the target populations.

- Work with the Federal Partners Work Group and other partners of the Center for Benefits Access.
- Provide relevant and timely knowledge to consumers, practitioners, and partners through existing website resources and contribution of content to newsletters, conference presentations, publications, and monthly webinars.
- Present at conferences and other events to promote NCOA programs and services.
- Participate in developing funding proposals.
- Assist in writing grant reports.
- Contribute to literature that generates and disseminates new knowledge analyzing promising practices and cost-effective outreach strategies for sustainable benefits access and enrollment.

### Qualifications

- Bachelor's degree required; advanced degree a plus.
- Skill in establishing and maintaining effective working relationships with faith-based, community-based, regional, and national organizations that have contact with and/or represent diverse and hard-to-reach senior populations.
- Must possess strong verbal and written communication skills.
- Good organizational skills with strong attention to detail. Ability to prioritize multiple assignments and follow through to timely and thorough completion.
- Skill in identifying problems and recommending solutions.
- Demonstrated technology skills and experience with Microsoft Word, Excel, and PowerPoint.
- Ability to travel 15-20%.

### Attributes

- Mission driven. You understand the big picture and can easily translate our objectives into social impact.
- Customer oriented. Internal and external stakeholders respect you for your knowledge and abilities, and find you both approachable and responsive.
- Autonomous and collaborative. While we work closely together, we trust you to exercise independent judgment, do your job well, and know when to seek guidance from senior staff.
- Commitment to cultural competency. You have a personal approach that understands and values the individual and respects differences.



- Highly organized. You have excellent organizational skills. You efficiently track the necessary details and effectively disseminate information.
- Organization agility. You understand how organizations work, where to build relationships, and how to get results through other people.
- Adaptable. You are able to anticipate and respond to change in a fast-paced environment on a daily basis and demonstrate a willingness to learn new ways of approaching your work to achieve better results.
- Inquisitive. You enjoy learning new things and like to collect and share information. You don't wait for things to happen—you initiate action and make things happen.

### What's Attractive to the Right Candidate?

- Your work will be highly visible and critical to promotion of NCOA's programs and resources.
- The work you do today will have an impact for decades to come.
- Your work provides a direct and immediate service: supporting faith-based, community-based, regional, and national organizations to strengthen programs and services that increase the quality and years of life for millions of older Americans.
- This is an intellectually stimulating environment and an organization that works passionately and enthusiastically to fulfill the goals of our programs and our overarching mission.
- Your experience, opinions, and expertise are valued—what you bring to the table is vital to our success.
- We offer a competitive compensation plan including incentive and bonus programs based on achieving performance objectives; 3 weeks' vacation; sick leave; holidays; flexible scheduling/telework after meeting the employment and performance requirements; maternity/paternity leave, health insurance; contributions to a 403(b) plan; short- and long-term disability; and life insurance.
- NCOA is an Equal Opportunity Employer and is dedicated to these principles. We value and welcome diversity in the workplace and encourage all minorities, women, veterans, and persons with disabilities to apply.

### To Apply

Simply email your resume to Aileen Hedden at [resumes@staffingadvisors.com](mailto:resumes@staffingadvisors.com) with "**NCOA – Manager, National and Community Partnerships / 2017-2277 CW**" as the subject of the email.

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employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law. Some positions may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history.