



25
years

Partnerships Director

Position Description

PEAK Grantmaking is a member-led national association serving 6,000 philanthropy professionals who specialize in grants management and 500 member organizations. Our members come together to form a vibrant community that advances shared leadership and learning across the philanthropic sector. Collectively, we advance PEAK's mission to transform philanthropy by elevating the field of grants management and empowering grants management professionals to lead the way in operationalizing equity-centered, values-driven grantmaking practices.

Summary

The Partnerships Director develops, executes, and evaluates PEAK Grantmaking's engagement strategy with philanthropic and peer organizations in support of the [Principles for Peak Grantmaking](#). This person will focus on nurturing and managing partner relationships and communicating strategy and act as a key link between PEAK and its philanthropic partners and members.

The Director's responsibilities include expanding PEAK's reach in national and global communities by identifying, developing, cultivating, and maintaining partnerships with philanthropic institutions that would benefit from enhancing or establishing equitable philanthropic grantmaking practices. The position requires ongoing partnership communications, increasing PEAK's visibility, and working to expand and maximize audiences.

The Partnerships Director, a key member of the Programs Team, serves on the senior management team and reports to the President and CEO. Key relationships include close work with managers and partners, as well as a strong collaboration with all teams at PEAK. When in-person convenings resume, the Director must be able to travel, on average, 3–5 days per month. There will be periods during the year where additional travel may be required.

Duties, Responsibilities, and Authority

Partnership Leadership

- Support the development and implementation of a strategic partnerships plan to advance PEAK's connections within the greater philanthropic network, broaden awareness of its programs and priorities, and increase the visibility of its purpose and programs across key stakeholder audiences.

- Advocate for implementation of effective practices in grantmaking in the philanthropic sector, share thought leadership through speaking and writing opportunities, and engage in joint advocacy with partners.
- Identify, develop, and manage partner relationships, and work with partners to compose data-driven, strategic goals for collaborative initiatives.
- Develop and execute macro-level engagement strategies that complement and build upon current membership, sponsorship, and vendor relationships.
- Understand and cultivate how partnerships support a strong business development model, including increasing revenue in support of operations.
- Cultivate and support opportunities for shared technical assistance with other philanthropy-supporting organizations as we seek to promote each partner organization's expertise and our mutual strategies.
- Utilize data to analyze and identify opportunities to recruit partners and increase member engagement and develop benchmarking and reporting tools to measure the effectiveness of partner programs.
- In partnership with other PEAK teams, support engagement plans, tools, and resources for members, partners, and other audiences.

Representation and Networking

- Build and sustain networks with members, individuals, and organizations who influence PEAK's strategies, funding priorities, and grant award regulations and requirements.
- Represent PEAK at senior levels with current and prospective funders, partners, and members to cultivate and strengthen institutional relationships.

Management

- Coordinate with PEAK colleagues to negotiate competing priorities within PEAK's broader resource acquisition and management goals.
- Ensure consistent, clear communication and a coherent business approach across all teams.
- Champion institutional learning.

Qualifications

- A minimum of 10 years of director-level work experience in mission-driven organizations required
- Certified Master Facilitator credentials preferred
- Certified Diversity Practitioner or certification in DEI preferred
- Ability to manage multiple projects simultaneously, knowing how to prioritize and adjust timetables based on demand and other factors, as well as handle new or unplanned projects with agility and flexibility
- Desire and ability to identify and solve problems and improve processes and outcomes
- Strong interpersonal and written communications skills
- Ability to effectively work independently, as well as part of a team, in a remote environment
- Commitment to PEAK's goals and strategy, and the ability to adapt as those goals evolve
- Possess superb judgment, impeccable integrity, and the ability to handle sensitive information with care and confidentiality
- Experience in fundraising, grantmaking, and programmatic work
- Progressive management experience

- An unwavering commitment to racial equity
- Experience in developing and monitoring budgets
- A positive attitude with a willingness to show clear leadership
- Embraces the opportunity to contribute to a positive organizational culture
- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures
- Ability to travel to events, as needed
- Advanced proficiency in Microsoft Office Suite, experience with a CRM or AMS, and skill using and managing applications such as Asana, Dropbox, Zoom, SurveyMonkey, and Slack

Compensation and Benefits

A comprehensive salary and benefits package will be offered, including health, dental, and vision coverage and generous vacation, holiday, and sick leave. The salary range for this position is \$115,000–\$140,000, commensurate with experience.

Commitment to Equity

Equal opportunity and having a diverse staff are fundamental principles of PEAK Grantmaking, where employment and promotional opportunities are based on individual capabilities and qualifications without regard to age, disability, gender, gender identify, gender expression, genetic information, national origin, marital status, military status, pregnancy or childbirth, race or color, religion, sexual orientation, or any other protected category as established under law.

Location and Work Environment

We are headquartered in Washington, D.C.. Due to the COVID-19 pandemic, our D.C. office is currently closed, we have a moratorium on business travel, and all employees are working remotely 100 percent of the time.

When our physical office reopens, local staff are encouraged to work at least one day a week in our office and may choose to work there Monday through Friday. This space is a shared office suite environment with moderate noise (e.g., colleagues' conversations, computers, printers) and light traffic.

Work-from-home and non-standard (flex) working hours are also available for this position. Many staff are virtual, and you will be asked to work five hours out of your eight-hour day during core working hours from 10:00 am–3:00 pm Eastern to accommodate peers across all time zones. You will be required to use collaborative software and video conferencing to stay in touch with coworkers and colleagues. Because team members are remote, PEAK regularly schedules both formal, required staff meetings and optional casual staff meetings.

Application Process

To apply for this position, please upload your resume [here](#).