



Job Description

Partnerships Manager

Classification:

Full Time / Exempt / Salaried

Reports To:

Executive Director

Directly Supervises:

NA

About Arts @ Large: Founded in 2001, Arts @ Large activates Milwaukee's communities to build environments that support arts-rich, lifelong learning. Our mission is to ensure that everyone has access to the arts.

Job Summary: The Partnerships Manager is responsible for developing, implementing, and overseeing Arts @ Large's external programming partnerships with schools, youth-serving organizations, and community agencies throughout Milwaukee. Serving as the primary liaison for partner organizations, this individual ensures that high-quality arts education programming aligns with the organization's mission and strategic goals, while cultivating and managing earned-revenue partnerships that support long-term organizational sustainability. Working collaboratively with the Program team, the Partnerships Manager leads partner recruitment and site selection, coordinates Artist Educator placements, identifies opportunities to expand services into underserved communities, and oversees partnerships from initial engagement through successful program completion.

Duties/Responsibilities:

Partnership Development & Management (40%)

- Develop, cultivate, and maintain strategic partnerships with schools, youth-serving organizations, municipalities, community agencies, and other mission-aligned organizations.
- Build and maintain a robust pipeline of prospective partners by identifying, researching, and cultivating qualified leads.
- Develop and implement a partnership development process that moves prospective partners from lead identification and qualification through proposal development, contract execution, onboarding, and ongoing relationship management.
- Maintain an organized lead tracking system to monitor outreach, engagement, opportunities, and partnership status.
- Serve as the primary point of contact for all external programming partners.
- Identify, pursue, and secure new partnership opportunities that expand Arts @ Large's reach, community impact, and earned revenue income.
- Conduct regular partner check-ins, evaluate partnership satisfaction and program effectiveness, and identify opportunities for renewal and expansion.

Business Development & Contract Management (25%)

- Prepare program proposals, budgets, and service agreements for fee-for-service partnerships.
- Negotiate partnership scopes, timelines, budgets, and program expectations in collaboration with organizational leadership.
- Track partnership revenue, contract deliverables, and renewal opportunities to achieve earned revenue goals.
- Collaborate with executive leadership to identify, develop, and expand earned revenue opportunities.
- Prepare partnership reports, revenue updates, and performance summaries for leadership, funders, and the Board of Directors.

Program Coordination (25%):

- Collaborate with program staff to ensure successful implementation of all partnership-based programming.
- Coordinate with the Director of Programs to assign Artist Educators to partner sites.
- Monitor program quality and ensure services meet Arts @ Large standards of delivery and outcomes.
- Support continuous improvement through partner feedback and program evaluation.
- Maintain accurate partnership records, contracts, and program documentation.
- Work with Program staff to track all partnership participants' metrics and key participation data.

Community Engagement (10%):

- Represent Arts @ Large at community meetings, networking events, and partner gatherings.
- Identify underserved communities and organizations where Arts @ Large programming can have the greatest impact.
- Build collaborative relationships that strengthen Arts @ Large's visibility and reputation throughout Milwaukee.

Qualifications:

Required

- A bachelor's degree in education, nonprofit management, arts administration, business, community engagement, or a related field, or equivalent professional experience.
- Three or more years of experience in partnership development, program management, education, nonprofit leadership, or community engagement.
- Demonstrated ability to build and maintain strong relationships with diverse stakeholders.
- Experience budgeting and forecasting and familiarity with business and financial principles; nonprofit financial experience is a plus.
- Experience managing contracts, timelines, and program implementation.
- Excellent verbal and written communication skills.
- Exceptional interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills with strong attention to detail.
- Proficient with Google Suite or related software.
- Must have a valid driver's license.

Preferred

- Experience working with K–12 schools, youth-serving organizations, or arts education programs.
- Experience developing earned revenue or fee-for-service partnerships.
- Knowledge of Milwaukee's educational and nonprofit landscape.
- Experience using CRM or program management software.

Physical & Cognitive Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- General Activity: The position requires the ability to sit for extended periods while working at a desk, using a computer, and handling paperwork.
- Mobility: Occasional walking or driving is necessary to meet with partners and conduct site visits.
- Event Support involves lifting and moving objects weighing up to 25 lbs (e.g., tables, chairs, and event supplies), assisting with basic AV equipment as needed, and standing, bending, and reaching for extended periods during event setup and management.
- Environmental Conditions: Primarily climate-controlled office. May occasionally work outdoors in varying weather conditions.

Arts @ Large is an AA/EEO employer strongly committed to maintaining a climate that supports equality of opportunity and respect for differences based on gender, culture, ethnicity, disability, sexual orientation, marital status, race, color, religion, national origin or ancestry, age, and lawful activities.