

Partner Outreach Assistant – Trans Unity Coalition (TUC)

Volunteer Position | Unpaid | Remote

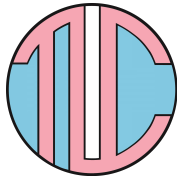
Role title: Partner Outreach Assistant. May be referred to as POA.

Primary Division: Outreach Team

Reports to: Current Executive Director (ED)

Duration: Ongoing, indefinite

Great early experience for: Strategic partnerships associate, business development coordinator, corporate relations specialist, or community engagement manager.



Duties:

General Provision: The following duties are non-exhaustive. As such, additional needs may be incorporated as this role develops. All duties and responsibilities pertaining to the POA role are subject to change at the discretion of the non-profit ED, but will be best kept in line with the essential needs of the outreach team and its resources.

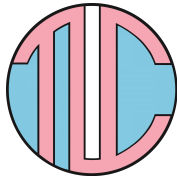
Data Mining: Search for information regarding third-party non-profits, businesses, councils, celebrities, and any other potential partners, and catalogue these resources into our growing database. Identify best methods to conduct these searches, including weighing productivity tools or service agreement options for intelligence platforms.

First contact: Begin communicational outreach to potential partners, such as email, calling, meeting in person, social media. For potential partners or teams interested in learning more about TUC, schedule meetings to virtually meet with these stakeholders and represent TUC while introducing our team to third-parties. Conduct interviews and introductions, and take meeting notes regarding scope, mission, business profile, upcoming collaborative opportunities, and other pertinent information.

Follow-up: In special cases, lead follow-up dialogues regarding ongoing event or partnership opportunity to build functional relationships with established contactees.

Partner evaluation: Create summaries of partner communications to report impressions including willingness to collaborate, potential impact of partnership, event urgency, and other qualifying data.

Time Expectation: POA should expect up to approximately 2-5 volunteer hours per week.



Additional Terms:

Acting Authority: Under these stipulations, the ED has final say and decision-making authority over role changes and new assignments. No final decision to act is to be made without permission from a supervisor, or in lieu of one, the Executive Director.

Role Flexibility: This volunteer role serves to further expand the outreach team, as the collective team at TUC fleshes out various needs and duties during its development as an expanding non-profit organization.

This role also provides for role flexibility while acknowledging that due to TUC's many needs across several teams, the ED ultimately has final say regarding role need, direction, and decision-making. To accommodate this relationship, the ED aims to provide listening space for the purpose of learning how to improve this role.