



STRATEGIC PARTNERSHIPS ASSISTANT

[Shoes That Fit](#), an award winning and highly respected national non-profit that provides brand new athletic shoes to children in need, seeks a talented professional to join us in the position of Strategic Partnerships Assistant at our office in Claremont, CA.

Key responsibilities:

The Strategic Partnerships Assistant supports the Strategic Partnerships team by helping to facilitate, steward and grow our program and strategic partnership relationships nationwide. This role will be responsible for providing much needed support as we work towards expanding the reach of our program and increase fundraising contributions.

Typical duties and responsibilities:

- Assist and support Strategic Partnerships team (grassroots and corporate) providing day to day admin support
- Research and prepare documents and emails to help SP team onboard new partners
- Update written fundraising protocols and agreements
- Research school sites and possibly onboard schools for events
- Handle all aspects of drop ships as directed
- Deploy any surveys and data collection in conjunction with Ops team
- Coordinate responses to inquiries from website, answering potential supporters by phone or email
- General Strategic Partnerships team support as needed
- As needed, represent Shoes That Fit at events and deliveries
- Maintain and update Google Drive with all Strategic Partnerships Assets
- Maintain, update and audit Airtable, Salesforce, and Deliveries calendar weekly
- Update agenda for weekly staff meetings capturing all current events and deliverables
- Place all SP Orders (interim) and act as liaison between SP Team and Ops to track all orders
- Support SP team with special campaigns (Holiday Campaign, Backpack Campaign)
- Schedule meetings and zoom calls for all SP Team members, and take notes or set up AI note taker for each meeting
- Create GiveSmart Campaigns for SP Team
- Book SP Team travel, reconcile receipts, expense reports, per diem, etc.
- Other duties as assigned



Qualifications:

- Excellent project manager
- Strict and extreme attention to detail
- Self-driven, energetic, reliable, results-oriented person who is comfortable working in extremely fast paced environment
- Must possess positive outlook, and clear focus on high quality work
- Organized and task oriented
- Passion for helping kids
- Represents organization in a professional and businesslike-manner
- Able to be a team player and comfortable working in a variety of capacities across the organization in support of the mission
- Excellent written and verbal communication skills
- Hold a bachelor's degree (preferred, but not required) from a four-year college or university and 3 years of related experience
- Proficiency in Microsoft Suite (Word, PowerPoint, Excel)
- Constantly operates a computer and other office machinery; must be able to remain in a stationary position for 50% of the time
- Salesforce experience a plus

How to Apply:

Apply by submitting a resume and cover letter indicating your interest in and qualifications for the position to Linda Matthews, Associate Director of Administration, Shoes That Fit, at jobs@shoesthatfit.org.

Salary and Benefits:

Job Type: Full-time

Salary Range: \$22.00 per hour

Competitive health, vision and dental benefits; generous 403(b) retirement savings plan with 2:1 company matching after one year; Employee Assistance Program; holidays, vacation and sick time.

Shoes That Fit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.