



PARTNERSHIP GROWTH ADMINISTRATOR

ABOUT KIDS HOPE USA

At Kids Hope USA, we believe that all kids matter to Jesus and that the local church is uniquely called to care for children in their community. Students deserve caring and consistent adults in their lives to help them thrive. Since 1995, Kids Hope USA has lived into that belief, and into our mission to build life-changing relationships, one at a time.

Kids Hope USA pairs community-focused churches with their neighborhood school to send volunteer mentors into the schools to meet with students in a one-on-one mentoring relationship. Kids Hope USA reaches students who are selected by their teachers, school counselors, and principals as children who could significantly benefit from an additional adult in their life. Today, Kids Hope USA is represented in over 1,000 mentoring programs across the country.

Do you share our passion to mobilize the local church to bring hope to the lives of children in their community? Are you a high energy, creative, collaborative team member with a strong record of driving and delivering results that exceed expectations? Are you looking for meaningful work with a growing organization looking to make a lasting impact in the lives of children? If this describes you, Kids Hope USA could be the right team for you to join and make a difference as our new Program Partnership Growth Administrator.

CORE VALUES

Relationships Matter: *Christ first, you second, me third. Be real and genuine.*

Be Excellent: *Be a learner. Do what you say you'll do. Raise the bar.*

Keep It Simple: *Less is more. Keep the main thing the main thing.*

Go Together: *Led by Christ. United as one.*

Believe What's Possible: *Keep dreaming. Why not? Think outside the box. Say YES!*

POSITION DESCRIPTION

Number of hours: average 18-22 hours

Hourly Range: \$17-\$22 per hour

The Partnership Growth Administrator's primary role is to ensure a continuous prospect pipeline of qualified church partners. The Partnership Growth Administrator serves as a key member of our energetic and high-functioning sales team. This role will accelerate the sales process using research and initial communications to provide a steady stream of qualified leads in strategic areas across the country.

JOB RESPONSIBILITIES

- Manages lead generation research, identifying prospect churches and school partners and maintains an accurate database, analyzes reports and makes recommendations
- Makes initial contact with prospect churches to share the KHUSA mission and qualify them as possible partners for further conversation
- Ensures team is utilizing database and offers support and training as needed
- Works alongside partnership growth team members to ensure new partners have outstanding support and a seamless handoff as they begin their mentoring program

QUALIFICATIONS

The mission of Kids Hope USA has never been more important and the opportunities for growth are abundant. Kids Hope USA has a well-earned reputation as an organization of superior quality, stewardship, leadership, and mission. If you are looking to join a high-capacity, committed team, don't miss this opportunity. Apply today. You may be the team member we're looking for to help us grow and expand our programs to serve more children today, tomorrow and in the years to come.

Specific requirements include:

- Commitment to and passion for the mission of Kids Hope USA.
- Naturally develops and nurtures relationships and sees opportunities for new connections.
- At least one year of previous customer service or sales experience, or appropriate business experience.
- Individually driven and takes initiative; enjoys learning – both self-taught and coachable; detail and results-oriented; motivated by both individual and team goals, committed to following through.
- Success in embracing and engaging relevant technology and actively involved in continuous improvement/enhancement of computer and technology skills.
- Proven ability to communicate in a professional manner with excellent oral and written communication skills.
- Skilled at the use of Microsoft Office Applications – PowerPoint, Word, Excel & Outlook and virtual meeting tools – Zoom, Microsoft Teams.
- Bilingual abilities are a plus.

To express interest, please submit your resume and cover letter. Review of applications is ongoing and will continue until the position is filled.