

## Position Description

**Title:** Community Partnerships Lead  
**Department:** Programs  
**Reports to:** National Outreach Manager  
**FLSA Status:** Exempt  
**Revised:** Dec 20, 2022

### ***About the Organization***

Over the years, Upwardly Global has supported thousands of foreign-born, skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program to integrate skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

### ***Position Overview***

Upwardly Global is a mission driven organization with ambitious goals of reaching and serving eligible refugee and immigrant professionals to rebuild and restart their careers in the U.S. The Community Partnerships Lead will play a key role in building and maintaining a healthy pipeline of new and eligible program participants joining the program. Reporting to the National Outreach Manager, the Community Partnerships Lead is responsible for the creation, development, and cultivation of relationships across regions of UpGlo's operation. The ideal candidate has stellar relationship management and people skills as well as strong community building and presentation skills. The primary goal in this role is to reach and attract eligible newcomers to join and benefit from UpGlo's services through referral relationships with our community referral partners.

Key day-to day activities could include attending community meetings, networking with local business and community leaders, presenting to referral partners, collaborating with workforce development and immigration agencies, and other outreach activities as identified by the National Outreach Manager. In this role, Community Partnerships Lead will be responsible for identifying immigrant communities in each region that are most likely to benefit from our services and increase their recruitment through outreach.

### ***Essential Duties & Responsibilities***

- Create targeted plans to ensure a strong pipeline of potential clients that can be referred to UpGlo for services
- Use UpGlo's data to identify the most important referral partners and develop a plan to maintain and grow these relationships
- Identify target markets locally and regionally and develop strategies for developing relationships in the market, with input from the National Outreach Manager

- Identify communities in each region that have a high density of skilled immigrant professionals and craft comprehensive plans for outreach in those communities
- Build partnerships with local community resources, educational institutions, religious organizations, civic organizations, and social service organizations, to host and conduct information training sessions to increase awareness of UpGlo brand and program offerings
- Analyze and report on the effectiveness of partner referrals and their impact on overall program recruitment goals
- Work with the Digital Marketing Associate to provide input on marketing campaigns as needed
- Provide back-up support to the Onboarding Associate team, completing on-boarding calls as needed
- Participate in outreach team's meetings to streamline, improve or analyzing effectiveness of outreach strategies
- Complete other duties and/or projects as assigned

### ***Knowledge and Skills Required***

- Bachelor's degree in a related field required
- Two (2) plus years of related work experience in community outreach strongly preferred
- A professional and resourceful style; unparalleled tenacity; engaging communicator who takes initiative, and is able to connect with new people and organizations
- Highly organized with the ability to steer multiple partner meetings with clear outcomes and next steps
- Excellent written and oral communication skills, very strong presentation skills as well as a pleasant and professional tone in email correspondences
- Ability to use UpGlo's CRM data to inform outreach priorities and strategies
- Strong cross-cultural sensitivity
- Established network in newcomer communities or the immigrant social impact space a plus

### ***Work Environment/Physical Requirements***

- Requires the ability to travel locally, regionally and nationally
- Must be available to work evening events and to occasionally work weekend sessions

### **Salary Range Disclaimer**

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short term disability insurance, life insurance and retirement plan with employer match.



A resource for skilled immigrants.  
An opportunity for America.

**Salary Range Transparency:**

- **Central Region:** \$52,000 - \$62,000 USD per year
- **Eastern & Western Region:** \$57,000 - \$67,000 USD per year

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

**Interested candidates should send a resume and cover letter to [hr@upwardlyglobal.org](mailto:hr@upwardlyglobal.org) with Community Partnerships Lead in the subject line.**