

Associate Director of Chapter and Partner Relations

Freedoms Foundation at Valley Forge (FFVF) is a 501(c)3 educational institution housed on a 75-acre campus in historic Valley Forge, Pennsylvania. The Foundation inspires civic responsibility through educational programming for students, teachers, and others from around the country. We educate about American rights and responsibilities, honor acts of civic virtue, and challenge all to engage with the principles of liberty embodied by the American Founding and contained in the Declaration of Independence, Constitution, and Bill of Rights.

FFVF and its mission are supported by two dozen volunteer chapters throughout the country and an equal number of partner organizations, whose members share a special interest in civic education, American history, and a patriotic commitment to freedom and the free enterprise system. The chapters and partners fundraise locally to send students and teachers to FFVF programs in Valley Forge. They also nominate individuals and organizations for our National Awards program and present those awards at local gatherings.

This management position establishes new chapters, strengthens existing ones, and cultivates collaborative relationships among FFVF, its volunteer chapters, and partner organizations that support FFVF's mission.

Duties

- Represent FFVF to the organization's internal volunteer chapters and external partner organizations.
- Charter new FFVF chapters and recruit new partner organizations who recruit, fund, and send students to FFVF programs.
- Coordinate the National Awards program including marketing, nominations, jury selection and process, notification, ordering, and distribution.
- Serve as a direct liaison between chapters and partners and FFVF departments – education, development, communications, finance, and community relations.
- Plan, execute, and evaluate annual chapters and partners conference.
- Provide professional support to volunteer chapters in organization, communication, membership, marketing, fundraising, and finance.
- Establish and manage a chapters and partners advisory council to increase engagement, provide advice, and generate ideas.
- Maintain regular communications with chapters and partners through digital newsletter, email, social media, website, and personal telephone calls.
- Manage portions of the CRM system related to chapters and partners.
- Assist FFVF chapters with fundraising efforts as a resource and liaison to development department for grant writing.
- Support chapters as necessary in social media efforts and website management in conjunction with other staff members.

Qualifications

- Positive, can-do attitude

- Strong interpersonal skills
- Effective verbal, written, and presentation communication skills
- Ability to work as a part of a team while pursuing independent projects
- Self-starter
- Strong organizational and motivational skills
- Ability to multi-task
- Able to problem-solve on the spot and respond with tact, diplomacy, and poise
- Confidentiality and discretion
- Flexibility
- Willing to travel both off-site locally and around the country as needed
- Willing to work evenings and weekends on occasion

Requirements and Skills

- Bachelor's degree; three years' experience in related field: communications, education, or non-profit
- Strong computer skills, preferably including Salesforce or other CRM, Microsoft Office Suite, and multiple social media platforms
- Experience with membership-driven organizations would be helpful