

STUDENT ENERGY PARTNERSHIPS COORDINATOR

POSITION DESCRIPTION

Student Energy is a global charity building the next generation of energy leaders. We are a hard-working, fast-paced team devoted to youth empowerment in the world of energy. Our team punches above its weight to develop innovative programs, meaningful international partnerships, and serve our community of young energy changemakers. Check out our [theory of change](#) to see what we do and why.

The Partnerships Coordinator plays a pivotal role in the organization by working to support Student Energy's fundraising goals, relationships and trust-building with our funders, and our operational efficiency and learnings. This role is primarily responsible for coordinating deliverables for funding and non-funding partners, developing grant and communications materials, stewarding organizational relationships to a high standard, researching and prospecting new resourcing channels for Student Energy, maintaining administrative systems, and supporting developmental evaluation to assess how partnerships are delivering on Student Energy's Theory of Change.

Student Energy's Partnerships portfolio is a dynamic team that works to sustain the resourcing needs of Student Energy's Programs and operations and builds alliances with key actors in the climate and energy space that contribute to our mission.

TASKS & RESPONSIBILITIES

- Manage deliverables of existing and prospective Student Energy funders, such as reporting, grant writing, and managing operational processes of partnerships
- Research and identify new partner and funding prospects for Student Energy, at both the organization and programmatic level
- Support the development of new and innovative pitch materials/external assets and partner approach stewardship strategies like storytelling and newsletters
- Support the collaborative design process of new projects co-created with partners and Student Energy
- Maintain a high standard of partnerships systems usage, such as through Asana (project management) and Salesforce (CRM) and identify new ways to improve internal systems

REQUIREMENTS

- Relevant University Degree and/or experience working in a similar role

STUDENTENERGY

- Demonstrated knowledge, experience, and commitment to relevant areas of work to Student Energy such as the energy transition, international development, youth-targeted programming, and/or others
- Excellent skills in writing and experience developing communication materials for external-facing audiences and a diverse range of stakeholders
- Excellent organizational and communication skills, as well as the ability to work effectively as part of a team
- Extremely organized and proactive in finding ways to enhance efficiency and keep data up to date
- An understanding and commitment to Student Energy values, including climate and energy justice, youth empowerment, global intergenerational equity, and systems change.

ASSETS

- Experience engaging with funders and stakeholders that Student Energy overlaps with, such as international organizations, energy companies, international governments, youth organizations, and more
- Experience in fundraising and sponsorship, partnerships and/or collaborative programs targeted at youth, climate, and/or other relevant areas
- Global project and/or work experience, with strong intercultural appreciation and understanding
- A love for building authentic, value-driven relationships with individuals and organizations in the sector

COMPENSATION & TERM

Please submit your application by 11:59 pm PDT on May 19, 2024. This position is open to individuals based in and eligible to work in Canada. Location is flexible for this position as Student Energy is a virtual work environment. Shortlisted candidates will be invited for an interview.

The Partnerships Coordinator term will be for one year, starting in May 2024 and ending June 2025, with the possibility of a contract extension for the right candidate. The annual salary range for the position is \$50,000 – 60,000 CAD, commensurate with experience and skills. This is a full-time position, 40 hours per week.

The successful candidate will have access to our extended benefits program, professional development support, and a modified workweek.

Should you require any accommodations to better facilitate the application process to improve accessibility, please contact hr@studentenergy.org with your inquiry and we would be happy to accommodate.