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**General Information:** *Partnership for the Future (PFF)* educates and inspires students of limited resources to pursue access to private sector networks and college opportunities so that they may become leaders and providers in our communities. PFF's mission is to equip high-achieving high school students for success in college and beyond. We help in this development by providing meaningful internship experiences along with the personal development workshops each year.

**Job Title & Location:** Relationship Manager in Glen Allen, VA

**Position Overview:**

PFF is a fast moving environment that is built on establishing strong relationships within our community. A successful candidate is able to foster relationships with our business sponsors by understanding their internal needs, maintaining open communication, and providing timely follow-through on deliverables. This person will work closely with and take direction from the President & CEO while assisting with securing internships for high school students.

**Job Responsibilities:**

- Establishes productive, professional relationships with key personnel at various businesses.
- Proactively seek out new paid internship placements through research.
- Coordinates the internship placement process with the internal team and external partners.
- Proactively assesses, clarifies, and validates customer needs on an ongoing basis.
- Acquire an in-depth knowledge of, and be conversant in the client's business.
- Sustain and build upon relationships with established internship sites.
- Maintain an immaculate customer database and tracking system for communications.
- Work with the PFF team to understand the students' personalities/skills and how they may meet the needs of internship sponsors.
- Retain and secure MOUs and all related paperwork for the organization.
- Other duties as assigned by the President & CEO.

**Preparation, Knowledge & Mindset:**

- Previous experience with developing relationships with various groups of people
- Ability to communicate and write effectively
- Must be flexible
- Ability to work independently, organize and prioritize work, and meet deadlines
- Possess a passion for efficiency and student/organization success

**Please submit résumé and cover letter via email (subject line: Relationship Manager Position) to the information posted above by October 18, 2019. Please no phone calls.**