**Partnership Manager Intern – Classrooms, Expansion, and Development**

The Partnership Manager is a relationship builder tasked with expanding the number and quality of our relationships with community service organizations, Donors and monetary Grant providers. This networking role has the goal of growing both our deliveries (Gets) and donations (Gives). This position includes a public relations and promotional component, to expand awareness of our mission and our reach. Responsibilities include:

* Outreach to other local organizations
* Identify Laptop Upcycle classroom/community support locations for our branded work stations and/or laptops to assist community organizations in delivering education tools to their communities.
* Coordinate the Delivery of Laptops with staff at Laptop Upcycle.
* Seek out donations from local organizations and possible synergies on fund raising activities.
* Work with our internal staff on identifying grant opportunities and writing the applications.
* Attend and present at quarterly board meetings on a Tuesday evening.

**Key Skills:**

* Excellent Communication and public presentation
* Highly responsible with the ability to work independently
* Marketing Program Development and Execution
* Project Management
* Desirable but not prerequisite: MailChimp including list management, Google Sheets and Docs, Graphics programs for Marketing material

**Requirements:**

* Transportation in and around Montclair
* 15 hours per week on a flexible and negotiable schedule

**Work Environment**

Laptop Upcycle is a not-for-profit dedicated to closing the technology gap for kids in our schools.  This primarily involves getting kids laptops so they can do their homework. It encompasses training kids in high school and other volunteers to repair and refurbish donated laptops.  Laptop and other donations come from partnerships with industry as well as individual contributors. We also seek partnerships to build community awareness and expand our reach.  We are all committed and unpaid volunteers in furtherance of this mission.

We have office space in the United Way building in Montclair and primarily serve Montclair.   We provide the entrepreneurial vibe with a good-works mission.  You’ll experience a lot of freedom and be expected to bring a high level of commitment and responsibility. You’ll gain valuable real-world experience in the not-for-profit arena and work with volunteers, other interns and industry veterans to accomplish your work.