

# Ronald McDonald House Charities of the Inland Northwest

## Job Description: SR. Strategic Partnerships Coordinator

---



### **Position Summary:**

The Senior Strategic Partnerships Coordinator plays a critical role in advancing the mission of RMHC Inland Northwest by cultivating, supporting, and managing high-impact relationships with corporate partners, community groups, and the Board of Directors. Under the guidance of the Development Manager, this position leads all McDonald's partnership efforts, supports third-party fundraising, and facilitates strategic collaborations that contribute to the organization's financial and reputational strength.

This is a full-time, hourly position with health benefits and PTO as outlined in the Employee Handbook. Workdays and hours are flexible based on organizational needs and with supervisor's approval.

**Reports to:** Development Manager

**Pay Range:** \$21.00 - \$26.00 Hourly/DOE

### **Responsibilities (95%):**

#### **Strategic Partnerships & Corporate Engagement**

- Identify, cultivate, and steward relationships with corporate, foundation, and civic partners.
- Lead communication, engagement, and stewardship efforts with regional McDonald's franchisees and corporate representatives in alignment with national RMHC strategies.
- Create tailored engagement and recognition plans for strategic partners and sponsors.
- Maintain accurate partner records and activity in donor database.
- Represent RMHC INW at external meetings, conferences, and partner events.
- Support achievement of a high-impact strategic partnerships portfolio, including regional McDonald's partnerships, third-party events, and unique corporate engagement initiatives.

#### **Third-Party Fundraising & Community Events**

- Oversee and support all community-led fundraising events, ensuring alignment with RMHC INW's mission and brand standards.
- Review and evaluate third-party event proposals; provide toolkits, materials, and guidance.
- Track and report third-party fundraising contributions and outcomes.

#### **Affinity Group Leadership: Emerging Leaders & Young Professionals**

- Provide leadership, planning, and oversight for RMHC INW's Emerging Leaders and Young Professionals groups.
- Recruit and onboard new members.
- Coordinate regular meetings, volunteer opportunities, and engagement events.

# **Ronald McDonald House Charities of the Inland Northwest**

## **Job Description: SR. Strategic Partnerships Coordinator**

---

- Develop programming that supports RMHC INW's mission and cultivates future supporters.
- Serve as the primary point of contact and mentor for both groups.
- Collaborate with internal teams to align group efforts with broader organizational goals.

### **Other Duties as Assigned (5%)**

- Assist with other projects, administrative tasks, or communications-related duties as needed to support RMHC INW's mission.

### **Qualifications & Competencies:**

- 3–5 years of experience in nonprofit development, corporate relations, or community engagement (senior or leadership level preferred)
- Bachelor's degree in Communications, Nonprofit Management, Business, or related field preferred (equivalent experience considered)
- Exceptional interpersonal skills with the ability to engage, influence, and inspire a wide range of partners and stakeholders
- Strong written and verbal communication skills, with professionalism and brand alignment
- Strategic thinker who can connect organizational goals with partnership opportunities
- Mission-driven with a passion for community service and hospitality
- Highly organized, detail-oriented, and able to manage multiple priorities independently and collaboratively
- Proficiency in donor CRM systems (e.g., Raiser's Edge, Salesforce), Microsoft Office Suite, and project management tools
- Familiarity with McDonald's franchise network or RMHC system is a plus
- Comfortable with public speaking and external representation
- Willingness to work occasional evenings and weekends for events or meetings

### **Working Conditions/Physical Demands:**

- Occasional lifting and carrying required, up to 25 pounds.
- Extended periods of sitting, standing, and computer use.
- Attendance at community or donor events, which may occur during evenings or weekends.
- Public speaking and interaction with diverse groups is required.
- Exposure to both indoor and outdoor environments, including variable weather conditions.
- Regular local travel required for meetings, events, and partner engagement. Depending on the situation, travel may be conducted using a personal or company vehicle. Must have access to reliable transportation and maintain a valid driver's license. Mileage reimbursement is provided in accordance with organizational policy.

# **Ronald McDonald House Charities of the Inland Northwest**

## **Job Description: SR. Strategic Partnerships Coordinator**

---

### **Equal Employment Opportunity (EEO) Statement:**

Ronald McDonald House Charities of the Inland Northwest believes that every employee has the right to work in an environment free from discrimination. It is our policy to hire, compensate, promote, transfer, discharge, and make other employment-related decisions without regard to an individual's race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, the presence of any sensory, mental, or physical disability, genetic information, gender identity or expression, veteran status, or any other basis protected by federal, state, or local law.