**SV2 Lead Partner Job Description**

**Lead Partners serve as Grantee champions and as liaisons between Grantees and the broader SV2 Partners, staff and Board of Directors.** They strive to build an open, trusting relationship of mutual respect with SV2 Grantees and help connect Grantees to Beyond-the-Dollars resources at SV2 in service of strengthening Grantees’ effectiveness and impact.

**Responsibilities**

Initially, Lead Partners work with the SV2 staff to spearhead the launch of each Grantee’s relationship with SV2. At the beginning of the grant period, the Grantee, Lead Partners and SV2 staff work together to define meaningful target capacity-building outcomes for the Grantee and identify and scope initial “Beyond-the-Dollars” engagement opportunities for SV2 Partners in support of those target outcomes. Lead Partners then recruit Partners for these Beyond-the-Dollars projects and hold Partner volunteers accountable to ensure that projects are carried out.

As the three-year grant period progresses, Lead Partners will carry out the following ongoing responsibilities:

* Develop an open, trusting, mutually respectful relationship with the Grantee in order to provide the best support possible:
	+ Typically two face-to-face meetings per year
	+ Regular phone check-ins on a schedule that is determined together with the Grantee (typically every six to eight weeks)
	+ Create an agenda with the Grantee before each meeting
	+ Take and distribute meeting notes to keep all parties aligned
	+ Act as a supportive accountability partner on progress toward target outcomes; as obstacles arise, work with the Grantee and SV2 staff to brainstorm, find connections to additional resources, or simply provide perspective and encouragement
* Introduce a range of Partners to the work of the organization, through activities such as:
	+ Site visits
	+ Participation in brainstorming sessions
	+ eNews articles
	+ Making introductions at events
* Coordinate the efforts of SV2 Partners who are providing Beyond-the-Dollars support to the Grantee:
	+ In the summer of each year within the Grant period, work together with the Grantee and SV2 staff to identify and scope Beyond-the-Dollars projects for that year (SV2’s fiscal year runs from July-June)
	+ Recruit Partners for projects and manage their efforts
	+ Track hours that Partners spend on projects (to be included in SV2’s impact measurement)
	+ Facilitate appropriate thanks and acknowledgement to involved Partners
	+ Maintain open communication with the Grantee about how well their needs are being met and troubleshoot any challenges
* Represent the progress of the Grantee annually to SV2 Board and staff:
	+ Write brief annual Lead Partner report in April
	+ Attend Grants and Impact Investment Review Committee (GIIRC) Portfolio Review Meeting in June to verbally report on Grantee’s progress. The GIIRC is the Board committee which reviews all grants on an annual basis and makes the final recommendation for continued funding.
	+ Share regular updates on Grantee’s progress with SV2 staff throughout the year
	+ Occasionally review organization’s financials and other developments to monitor and flag for SV2 staff possible threats to sustainability

**Time Commitment**

* Ideally Lead Partners serve for the entire grant period (three years for Classic Grantees; one year for Lightning Grantees)
* After the first half (18 months) of the three-year grant period, Lead Partners, Grantees and SV2 staff will check in and decide to continue the relationship or to rotate other SV2 Partners into the role
* More time is required at the beginning of the grant period and at each annual Investment Review period
* Aside from these phases, a minimum of two face-to-face meetings per year with the Grantee, augmented by regular phone check-ins on a schedule that is determined together with the Grantee (often every six or eight weeks)
* On average, SV2 Lead Partners will have a time commitment of 1-4 hours per month in carrying out the responsibilities and communication tasks of this role.

**Helpful Skills/Experiences**

* Strong interpersonal skills; ability to build solid working relationships and open lines of communication
* Coaching and/or team building experience
* Experience identifying and executing on strategic priorities
* Experience managing and/or growing a for-profit or nonprofit organization
* Experience on a board of directors
* Ability to motivate and manage peer volunteers

**Signs That This May Be the Role for YOU**

* You are fascinated by the work that the Grantee is doing
* You are excited about the prospect of working with the Grantee’s key personnel (e.g. the Executive Director)
* You are prepared to work in a supportive, shoulder-to-shoulder way in service of the Grantee and the objectives of the SV2 grant

**Timeline of Key Steps in Lead Partner Role**

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| --- | --- |
| At end of Grant Round | All Partners interested in Lead Partner role communicate their interest to SV2 staff |
| Within first 6 weeks of grant period | SV2 staff facilitates brief phone interviews for each interested Partner with Grantee |
| Within first 6 weeks of grant period | Grantee selects two Partners they feel are the best fit for the role |
| Within first 6 weeks of grant period | Lead Partners, Grantee and SV2 staff scope Beyond-the-Dollars projects, create document with first year’s projects identified and scoped |
| Throughout year | Lead Partners work to recruit and manage BT$ projects |
| Throughout year | Lead Partners serve as liaison between Grantee and Partners by facilitating a range of opportunities (e.g. site visits, eNews articles, networking introductions, etc.) |
| April-June  | Lead Partners submit Lead Partner report (April) and attend GIIRC meeting to report on Grantee’s progress (June); repeated in second and third years of grant period |
| July-August | Lead Partners, Grantee and SV2 staff scope Beyond-the-Dollars projects, create document with second (and then third) year’s projects identified and scoped |