

Updated JD

Job Title: Alliance Governance and Engagement Coordinator

Role Overview

The Alliance Governance and Partner Engagement Coordinator will oversee the alliance's operational aspects, ensuring effective coordination among steering committee members, managing partner relationships, community building and outreach initiatives. This role will also involve storytelling, audio/video content creation, and active participation in online forums to enhance the alliance's visibility and engagement.

Key Responsibilities

Alliance Governance:

- Coordinate steering committee meetings, ensuring regular progress discussions and action planning.
- Document meetings and decisions taken, publish them for the group and keep track of progress
- Follow up and facilitate the implementation of action plans with alliance members.
- Identify collaboration opportunities and strategies for alliance growth.
- Keep the core group informed of the progress made
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Alliance Expansion:

- Identify potential nonprofit organisations that align with our mission and strategic objectives.
- Coordinate conversations between the alliance core group and potential collaborators
- Identify potential partner networks including - ecosystem partners, government agencies, tool partners (Open-source and proprietary), funder networks and incubators.
- Actively perform research/create a partner network for NPOs across all geographies.
- Research on suitable state Government verticals to collaborate with and run active programs.

Anchor the Network :

- Conduct regular check-ins with core partners, providing assistance and support as needed.
- Facilitate collaboration and synergy within the partner ecosystem.
- Coordinate meetups and workshops to educate new entrants, documenting these events for showcasing growth.

Storytelling:

- Document FOSS projects aligned with the alliance, turning successes into blog stories.
- Develop case studies highlighting significant cost-saving projects.
- Coordinate with the alliance core group to publish a regular newsletter with contributions from the members
- Manage the OASIS LinkedIn page and other social media engagements and conduct short video interviews aligned with success stories for social media.
- Engage in online discourse forums related to the sector.

Inbound Lead Management:

- Respond to requests from the social sector for assistance, mapping them to the alliance ecosystem.
- Coordinate with the ecosystem to address social sector technology needs effectively.

Relationship Building:

- Establish and maintain strong relationships with key stakeholders within target organisations, demonstrating a deep understanding of their mission, culture, and challenges.
- Foster trust and collaboration throughout the partner building process.

Organise and Manage events:

- Coordinate with the alliance core group to showcase the Alliance at various events and platforms
- Coordinate logistics for the events

Qualifications

- Bachelor's degree in a any field
- 2-3 years of experience in project management
- Excellent demonstrated written and verbal communication skills.
- Demonstrated track record of intrapreneurial leadership (college, extracurricular activities, workplace)
- Refined interpersonal skills and ability to communicate clearly
- Strong organisational and coordination abilities.
in technology and the citizen sector.