



Partner Relations Coordinator Job Description

Mission

The mission of THRU Project is to empower youth with a history of foster care to build independent, successful futures.

About the Heart Gallery of South Central Texas

The Heart Gallery of South Central Texas is an evidence-based framework applied in two phases to support permanency efforts for children and youth in foster care:

- Phase 1 includes a travelling portrait gallery featuring professional photographs of children and youth in foster care along with a semi-autobiography of each individual showcasing their unique personalities and interest, and their needs for a forever family, and
- Phase 2 includes post-permanency resources that meet the needs children and youth who have achieved permanency, and the families providing permanency, with low-barrier resources to support family wellbeing

As a funded partner of the Heart Galleries of Texas network, the Heart Gallery of South Central Texas coordinates efforts across Region 8 with a total of 28 counties in our service area. We leverage impactful partnerships and coordinate across the child welfare system to serve as a gateway to permanency for children in the Texas Adoption Resource Exchange (TARE), to provide action-oriented community education about foster care and adoption, to support system partners with resources, and to increase our reach and sustainability to ensure the success of this initiative.

The Heart Gallery of South Central Texas is an initiative of THRU Project.

SUMMARY

The Heart Gallery of South Central Texas seeks a highly energetic relationship-builder and community engagement expert who will play a lead role in public-facing activities. As the Partner Relations Coordinator, you will drive community engagement opportunities to advance the mission of THRU Project, increase community education about the organization and about the Heart Gallery, and you will play a lead role and identifying and recruiting new volunteers. This position serves as a brand ambassador for the organization and must strategically cultivate relationships with key stakeholders to maximize opportunities for partnerships within mission-critical activities. The Partner Relations Coordinator will work collaboratively with and report directly to the Heart Gallery Director.

ESSENTIAL SKILLS and RESPONSIBILITIES

- Identifies, coordinates, and executes strategic community engagement activities to include tabling events, resource fairs, opportunities for Heart Gallery displays, foster parent info sessions, and adoption events

- Regularly attends partner meetings, committees, and other resource coordination activities to provide information about the Heart Gallery, develop relationships with provider networks, and enhance permanency efforts with direct connection to post-adopt services
- Serves as the direct point of contact for inquiring families interested in adopting through the Heart Gallery to provide information for becoming licensed and/or accessing post-adopt services
- Interacts with the faith-based community to provide presentations and serves as the direct point-of-contact for cultivating relationships with congregations and various faith-based groups to increase awareness of the Heart Gallery, identify potential giving sources, recruit volunteers, and assist interested families with starting the process to become licensed
- Connects across the Heart Galleries of Texas network to identify best practices for community engagement, potential events or activities to join, and to collaboratively partner across regions as a representative of Region 8 when needed
- Leads outreach events by tabling and/or providing presentations
- Leads event management to include venue research, identifying locations for displays and major events alongside the Heart Gallery Director and development team, including paper match events
- Assists with facilitating the Yellow Ribbon Coalition group as a connector between THRU Project and key providers/stakeholders
- Assists with Heart Gallery photoshoot events to provide support for providers, volunteers, and youth in foster care on-site
- Strategically leverages available resources to create and manage efficient processes and identify opportunities to maximize success
- Provides effective and person-centered communication curated to a diverse range of stakeholders
- Engages regularly with representatives from the Department of Family and Protective Services, partner organization teams, volunteers, and youth in the foster care system
- Other duties as assigned

REQUIREMENTS

Attitude and Values Alignment

- Excellent customer service, interpersonal relationship-building, and communication skills
- Uphold our organizational values of fortitude, accountability, innovation, inclusion and respect
- Ability to adapt quickly to a changing environment and prioritize activities as they arise
- A high level of trustworthiness, dignity and respect for others, a positive attitude, and ability to engage with others to advance our mission
- Must be willing to be flexible with work assignments to align with the organization's mission, vision, and values

Experience

- 3+ years in Texas child welfare at a nonprofit organization or public service setting
- 3+ years outreach and community engagement
- 2+ years of event planning / management and volunteer recruitment
- Demonstrated expertise using Microsoft, Adobe Creative Cloud programs, and other tools

Education

- An undergraduate degree from a 4-year accredited institution in business administration, social services, or related field

PREFERENCES

- 5+ years experience in Texas child welfare focused on permanency with an expert-level knowledge of Community Based Care, TARE, and the regional provider network
- Graduate-level education preferred
- Professional development beyond higher education preferred (ex. CEUs or other training), especially in trauma-informed care

COMPENSATION and BENEFITS

- This is a fulltime/exempt, salaried position for 40 hours per week. Starting salary is up to \$60,000 annually to increase after one year of demonstrated success.
- This position will office remotely with an expectation to provide services in-person for required meetings, events, and other activities. It is preferred that this person is based in the San Antonio area, and required that this person is based within the geographic area of Region 8. This person will travel frequently throughout the region and will be expected to manage a schedule that includes weekends or after-hours as needed. Flex time and mileage reimbursement are available.
- Benefits include medical, dental, vision, and life insurance, 120 hours of Paid Time Off, 56 hours of sick leave, 16 paid holidays, a 401(k) option and multiple opportunities for professional development.

To Apply:

Please email a cover letter and resume to heartgallery@thruproject.org.

THRU Project is an Equal Opportunity Employer.