Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires students furthest from access and opportunity to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background.

**Job Title: Director of District Partnerships**  
**Job Location: San Jose, CA**

The Director of District Partnerships will build and maintain relationships with district partners of all SVEF academic programs and will be expected to identify new prospective district partners to expand the number of programs delivered to students. This full-time position will work closely with Program teams and will report directly to the Chief Executive Officer.

**Primary Duties and Responsibilities**

- Serve as a primary point of contact for school district partners
- Identify opportunities for greater number of partners
- Own district sales/pipeline management
- Grow and strengthen ongoing relationships with existing partners
- Negotiate and finalize contractual agreements with new and existing partners
- Create pan-SVEF and per program sales/pitch collateral for prospective partners
- Work cross-functionally with Program Evaluation and Marketing teams to ensure consistent and efficient communications
- Ensure strong relevant program documentation and communicate impact data
- Provide district demographic data for Development to write grant proposals
- Document all interactions and communications with partners in Salesforce
- Bring relevant updates/learnings from district interactions to program teams in a timely manner to improve program design and execution
- Proactively test partner satisfaction with SVEF and identify actionable ways to improve
- Collaborate with program leads to shape program prioritization and program direction
- Understand baseline program information, including priorities and objectives for all programs

**Minimum Qualifications:**

- 10+ years experience working in Northern California’s public education system
- Strong professional network within Northern California’s public education system
- Strong communication and interpersonal skills

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● Experience in customer relationship management (CRM) practices
● Bachelor’s degree in relevant field
● Experience with Google Suite
● Experience in customer service or sales

**Job Competencies:**

- Teamwork
- Strategic thinking
- Communication
- Organization
- Leadership

Currently remote 2-3 days per week. The Director of District Partnerships will be expected to travel to nearby school districts. A valid driver’s license and reliable transportation is required.

Please submit your resume to [HR@svefoundation.org](mailto:HR@svefoundation.org)