

JOB ANNOUNCEMENT

Partnership Manager



About iMentor

Founded in 1999, iMentor has quickly become one of the largest and most innovative mentoring organizations in New York City. Over the last eight years, iMentor has developed and refined a new kind of mentoring model, combining email communication and in-person meetings to prove (1) that even the busiest, most successful New Yorkers have time to be quality mentors and (2) that formal mentoring programs can flourish in NYC's most underserved communities.

iMentor partners with schools and after school programs to match high school-aged youth one-to-one with volunteer adult mentors (matches range between one and four years in length). Beginning with one classroom in the South Bronx, iMentor has matched and supported over 5,000 mentor-mentee pairs in the last eight years. iMentor currently has a waiting list of both volunteer mentors and partnering schools waiting to join iMentor's vast network of participants and is preparing to embark on an ambitious five-year growth plan (including national expansion through iMentor Interactive and growing the core mentoring program in New York City).

FOR MORE INFORMATION ON iMENTOR, VISIT OUR WEBSITE: www.imentor.org

iMentor Snapshot

- ✓ During the 2007-08 program year, iMentor matched 800 pairs (1,600 participants)
 - ✓ 98% of mentees have never had a mentor before joining the program
 - ✓ 96% of mentees say their mentor is someone they can "trust and depend on"
 - ✓ 85% of mentees said iMentor made them a better student
 - ✓ 98% of mentors would recommend iMentor to a friend or coworker
 - ✓ 70% of volunteers have never been mentors before joining the program
- AFTER COMPLETING THE iMENTOR PROGRAM
- ✓ 94% of mentees graduated high school
 - ✓ 77% enrolled in college

About iMentor Interactive

History— In recent years, iMentor has received frequent calls from organizations (around the world) looking to add iMentor's innovative mentoring model to their programming. In 2004, in response to this demand, iMentor began the development of a new e-mentoring platform which allows interested and qualified non-profit organizations to:



- (1) **add mentoring** to what they do
- (2) **enhance existing mentoring** programs
- (3) build **alumni or peer-to-peer mentoring** networks.

What is iMentor Interactive (iMi)?— iMentor Interactive is an online social network built specifically for mentoring and available primarily for youth-development organizations, providing participants and staff with the tools and expertise necessary to run a quality mentoring program, instantly. The platform provides a range of features including online applications (for mentors and mentees), weighted matching (individualized strength of match scores), secure/safe messaging (email), scheduling/calendaring, individual profiles (online case histories), curriculum management, and a comprehensive series of reporting and evaluation tools.

In the fall of 2007, iMentor launched iMi's national roll-out with the aim of creating more than 10,000 new mentor-mentee pairs in the next five years. Without conducting any outreach, iMi already has signed on 10 partner organizations throughout the country, representing almost 2,000 users. iMentor continues to receive frequent requests from organizations that would benefit from the tools of the platform, making the demand for iMi apparent. iMentor seeks to meet the needs of all of these organizations.



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FOR MORE INFORMATION ON iMENTOR INTERACTIVE, VISIT: http://www.imentor.org/imentor_interactive/

Partnership Manager

iMentor is seeking a dynamic and entrepreneurial individual as a new **iMi PARTNERSHIP MANAGER (PM)**. Reporting directly to the iMentor Interactive Director of Partnerships, the PM is the “face of iMi.” S/he is responsible for overseeing the development and maintenance of iMi’s partnerships with member organizations, which are the organizations incorporating the use of iMi into their programming. The PM’s oversight of strong relationships with member organizations will include outreach to prospective iMi member organizations, cultivating new relationships, signing new member organizations, and managing existing relationships. Having completed the first year in beta and launched an updated version of the platform, iMi is well-positioned for ambitious growth (in both reach and depth). The PM will have the primary responsibility of shaping and driving iMi’s national expansion by signing and supporting organizations looking to use the platform to empower their programming with new or enhanced mentoring programs. By growing iMi’s enrollment, the PM will lead iMi’s goal of exponentially increasing the possibilities for mentoring and the number of mentor-mentee pairs on a national scale. Successful candidates will be able to oversee all aspects of iMi’s partnership cultivation and ongoing support.

Responsibilities

Relationship Development & Management

- Respond to initial inquiries from organizations expressing interest in iMi
- Initiate and develop relationships that will grow the number of organizations and users benefiting from the iMi platform
- Conduct in-person and remote demonstrations of iMi to both large and small audiences with varying degrees of technical knowledge and experience with online mentoring
- Finalize agreements and contracts with iMi member organizations
- Participate in iMi trainings and orientations
- Work closely with member organizations to ensure the successful launch and implementation of iMi into their programming
- Work closely with iMi staff to ensure member organizations receive effective and timely technical support and/or responses to feedback
- Conduct periodic evaluations with member organizations to monitor use of the platform and assist organizations in reaching their programmatic goals using iMi
- Re-enroll existing member organizations each year, encouraging partnership growth
- Coordinate workshops, trainings, and other networking opportunities for iMi member organizations

iMi KEY MILESTONES

In 2004, iMentor decided to build the iMi platform, designing it to scale for thousands of users enrolled at hundreds of non-profits across the nation and making the platform customizable to best meet each organization’s needs. iMi’s evolution has included the investment of top-tier organizations working together to create a platform that has the potential to revolutionize mentoring.

- ✓ January 2005, iMentor begins to build iMi with [NPower NY](#)
- ✓ Summer 2006, iMi Phase 1 build completed
- ✓ Fall 2006, iMi launches with 1,500 users in iMentor’s core mentoring program
- ✓ Winter 2006, the [Robin Hood Foundation](#) connects iMentor with [McKinsey & Co.](#) consultants, working pro bono to create iMi’s business plan and national roll-out strategy
- ✓ Spring 2007, [100 Women in Hedge Funds](#) awards iMentor with a start-up grant for iMi’s national roll-out.
- ✓ Summer 2007, iMi’s Phase 2 build begins
- ✓ FALL 2007, **iMi LAUNCHES**—NATIONAL ROLL-OUT.
- ✓ Fall 2007, iMi signs its first Beta partners
- ✓ June 2008, iMi completes FY07 with 11 member organizations
- ✓ April 2009, iMi supports more than 30 member organizations

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Marketing & Outreach

- Develop and implement marketing strategies to conduct outreach to prospective iMi member organizations
- Develop and maintain content of iMi print and website marketing materials
- Collaborate with other iMi Partnership Manager(s) to ensure comprehensive and cohesive outreach strategies
- Contribute regularly to iMi Blog
- Represent iMentor and iMi in the national dialogue on mentoring and youth-development, including presentations to diverse constituents (national workshops and conferences, foundations, corporations, technology-leaders, community organizations, volunteer networks, etc.)

Qualifications

- Masters degree in the field of non-profit management, business, public administration, education or a related sector is preferred; however, candidates with substantial relevant experience will be given proper consideration
- At least 2 years of experience in educational, youth-development, software development or sales / marketing setting preferred. Experience preferred in program planning, design and evaluation, and in the management / delivery of effective, results-oriented development services for youth.
- Candidates must be inspired by the field of mentoring and positive youth-development and have a passion to level the playing field for young people growing up in underserved communities
- Exceptional management, leadership and communication skills and a strong commitment to developing and retaining a diverse team in a multi-cultural environment; an accessible, visible, and flexible management style that inspires trust and confidence in staff to work hard and well together; a multi-tasker with the ability to wear many hats in a fast-paced (start up) environment
- Personal qualities of integrity, credibility, enthusiasm, and the ability to demonstrate a sincere and deep commitment to the mission of iMentor and the possibilities of youth mentoring
- Marketing experience preferred

Compensation & Benefits

- \$50,000 - \$60,000, commensurate with the responsibilities of the position and the experience of the candidate.
- Comprehensive employer-funded medical and dental coverage
- 12 paid annual vacation days first year (increase second year) and paid holidays

How to Apply

- Please send a detailed cover letter and a resume to jobs@imentor.org indicating "iMi Partnership Manager" in the subject line.
- We will respond if we require further information
- **NO PHONE OR FAX INQUIRIES WILL RECEIVE A RESPONSE.**

IMENTOR, INC. IS AN EQUAL OPPORTUNITY EMPLOYER