Partner Engagement Specialist

Job Summary

Ingenuity seeks a detail-oriented individual who possesses both strategic thinking skills and the ability to simultaneously work on a wide range of projects and tasks to support the Partnership and Professional Learning (PPL) team. The successful candidate will fill its Partner Engagement Specialist position, reporting to the Director of Partnerships and Professional Learning.

The Partner Engagement Specialist is a key member of the organization and within the Partnerships and Professional Learning arm of Ingenuity’s four primary program areas (Data & Research, Partnerships and Professional Learning, Advocacy, Creative Schools Fund). Ingenuity’s Partner Engagement Specialist will focus on several distinct PPL-focused work strands, including: Professional Learning Institutes, the Arts Partner Standards of Practice, Summit Series, Outreach Collective Impact Panel, and communications and partnership cultivation.

This position supports the design, development, implementation and evaluation of professional learning Institutes for arts partners and CPS teachers, and supports sector-wide adoption and implementation of the Arts Partner Standards of Practice (APSP). The position leads, coordinates, and facilitates Ingenuity’s annual Summit Series which brings schools, teachers, and community arts partners together to identify and fill the most pressing arts needs in each school. The Specialist also leads Ingenuity’s Collective Impact Outreach Panel, which is charged with developing strategies to support school participation in the annual Creative Schools Survey, and increase the diversity (geographic representation, Creative Schools rating, etc.) of Creative Schools Fund (CSF) applications. Additionally, the Specialist develops and implements technical assistance and relationship-building strategies with the Chicago arts partner community through individual outreach, coaching of collaborative teams, and large group training. The Specialist also collaborates internally with all Ingenuity staff members to align PPL programs and the APSP with opportunities, messages, efforts, and strategy across the organization, and externally communicates work and opportunities to stakeholders.

The Partnership Specialist should be an enthusiastic professional, and be able to build relationships with internal and external partners, teachers, and schools. Should have experience in designing, implementing, and evaluating adult learning experiences. Must be able to anticipate project needs, discern work priorities, meet deadlines with little supervision, and be willing to work early mornings, evenings and occasional weekends. This is an exciting opportunity for a well-organized, proactive individual to be involved with the internal workings of a dynamic, fast-paced, and nationally-recognized arts education organization.

Primary Duties and Responsibilities

- Planning and Content Development/Management (70%)
  o Contribute to the structure and strategies that inform the continuous development of arts professional development plans.
  o Develop professional learning resources and opportunities.
  o Conduct research, make site visits, and find resources to help staff make decisions about program possibilities.
  o Gather information on each project to achieve quality professional learning events.
  o Propose new ideas to improve the PPL planning and implementation process.
• Build relationships with, and understand the needs of, the arts partner community and collaborate with stakeholders and the PPL and Outreach Panels in order to develop annual professional development plans.
• Plan, present, and/or coordinate Ingenuity’s professional learning Institutes and Summit Series.
  ▪ Recruit presenters to deliver professional development sessions.
  ▪ Collect and/or provide full workshop descriptions, learning outcomes, faculty names and bios, and audio/visual requirements from workshop leaders.
  ▪ Coordinate event logistics.
  ▪ Integrate APSP into programs and plans.
  ▪ Design and implement program evaluation surveys, interviews, and focus groups (when applicable).
• Provide technical assistance to a range of arts partners (capacity, size, discipline, location, etc.) on PPL topics, the APSP, data, and www.artlookmp.com.
• Facilitate meetings, present to internal and external stakeholders on PPL work and strategies.

• Administration (15%)
  • Serve as Chair of the Outreach Panel.
  • Work with the Director of Partnerships and Professional Learning to develop and manage budgets.
  • Keep track of finances including check requests, invoicing, and reporting.
  • Collect and analyze data on projects undertaken, and report on project outcomes.
  • Manage and analyze PPL attendance data in collaboration with the Data and Research team.
  • Provide regular program reports to Director of Partnerships and Professional Learning.

• Communications (15%)
  • Develop and implement a PPL communications strategy in collaboration with the Director of Partnerships and Professional Learning and the Directory of Public Affairs.
  • Promote and document PPL events on social media and through email communications.
  • Update scheduling of events on the Ingenuity calendar.
  • Communicate schedules and agendas to the PPL and Outreach Panels.

Priority Skills and Experience:
• Excellent communication skills, including writing, proof reading, and speaking.
• Basic knowledge of educational pedagogy.
• Experience designing professional learning experiences for adult learners.
• Possess an attitude of inquiry and curiosity about the work.
• Identify as a learner and value reflection.
• Ability to analyze data and make decisions based on data insights.
• Ability to manage multiple projects and work assignments.
• Ability to prioritize.
• Excellent interpersonal skills both in person and by phone, with high professionalism.
• Ability to accomplish projects with little supervision.
• Detail-oriented.
• Ability to work early mornings, evenings and occasional weekends.
• Possess high expectations for self and quality of work.
• Possess a strong work ethic, drive, and ambition.
Desired Background:
- Bachelor’s degree preferred; significant work experience can substitute for the degree.
- At least 1-year experience with office administrative management.
- At least 1-year experience coordinating professional learning events.
- Familiarity with the Chicago arts partner community/landscape and Chicago Public Schools is preferred.
- Demonstrated interest in arts education and developing new skill sets.
- Experience in establishing and maintaining effective partnerships a must.
- Proficient using the latest versions of Microsoft Word, Outlook, Excel, and PowerPoint.
- Access to a car is a must.
- Comfortability utilizing mail merge, Eventbrite, Jotform, Dropbox, Basecamp, and other online platforms.
- Fluency in one or more languages other than English is preferred.
- Candidates who possess flexibility, maturity, vision, personal fortitude, and a sense of humor will find it a pleasure to work here.

Reports To
Director of Partnerships and Professional Learning.

Compensation and Benefits
This is a full-time, salaried position based in Chicago’s River North neighborhood. Salary commensurate with experience. Ingenuity offers a generous health insurance and benefits package, matching retirement plan contributions (up to 3%), work-related mileage and parking reimbursement, personal business days, and paid vacation and sick time.

Hiring Process and Timeline
To apply, please send a resume and cover letter detailing your relevant experience and qualifications for this role to employment@ingenuity-inc.org.

Ingenuity is an equal opportunity employer. Ingenuity does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply, including ALAANA candidates, trans and gender nonconforming candidates, as well as candidates from all socio-economic backgrounds. All applicants will be evaluated on a merit basis.