

Director of Governance and Community Partnerships

Number of Position(s): 1

Portfolio: Governance and Community Partnerships

Reports to: Chair

Level: Board

Length: Start: 01/26 – End: 01/28 (2-year commitment)

Hours/Week: Minimum 6–8 hours/week; additional hours may be required leading up to recruitment/events

ABOUT TVZ

The Tamil Venture Zone is a non-profit entrepreneurship incubator program dedicated to fostering a community of emerging entrepreneurs. Our mission is to provide them with the necessary support and networking opportunities to propel their businesses to new heights. The program encompasses a comprehensive 8-week curriculum addressing key challenges, including securing initial sales, personalized mentorship from accomplished business leaders, and a culminating pitch competition open to the public.

GOVERNANCE AND COMMUNITY PARTNERSHIPS - KEY PORTFOLIO INITIATIVES AND EVENTS

- Community Partner Search and Relationship Management
- Partnership Outreach and Engagement
- Tamil Student Association (TSA) Outreach and Management
- Event Attendance and Representation
- Corporate Partnership Development
- Geographic and Ethnic Expansion

ROLE DESCRIPTION

The Director of Governance and Community Partnerships will develop and maintain external relationships, focusing on building strategic partnerships with community organizations and corporate entities. This role will work closely with portfolio heads and leads to foster community outreach, expand the organization's network, and ensure the successful execution of key initiatives. The Director will also play a key role in engaging with the Tamil Student Associations and managing partner relationships to promote TVZ's mission.

Key Responsibilities:

- **Governance and Oversight:** Attend board meetings and contribute actively to governance initiatives.
- **Support Portfolio Leads:** Guide portfolio heads and leads to achieve key deliverables and objectives related to community partnerships and governance.
- **Community Partner Management:** Lead the search for new community partners, manage ongoing relationships, and drive outreach efforts.
- **Partnership Outreach:** Develop and implement strategies to expand TVZ's partnerships with corporate and community organizations.
- **Tamil Student Association (TSA) Engagement:** Foster and maintain strong relationships with Tamil Student Associations, promoting mutual support and collaboration.
- **Event Attendance and Representation:** Represent TVZ at key community events, establishing professional relationships to enhance the TVZ network.
- **Corporate Partnerships:** Develop and manage relationships with corporate partners, ensuring alignment with TVZ's values and objectives.
- **Geographic and Ethnic Expansion:** Support efforts to expand TVZ's network across diverse geographic and ethnic communities, ensuring inclusivity and broadening TVZ's impact.
- **Regular Communication:** Provide updates on progress and challenges to the Chair and/or Board of Directors.
- **Community Building:** Strengthen TVZ's presence within the broader community, building lasting partnerships and enhancing its impact.
- **Representation:** Serve as a positive and professional representative of TVZ in external interactions and public engagements.

QUALIFICATIONS

- **Education:** Post-secondary education is required.
- **Communication Skills:** Strong ability to communicate effectively with both internal and external stakeholders, with an emphasis on public speaking, negotiation, and relationship-building.
- **Leadership Experience:** Proven experience in managing teams and leading initiatives, particularly in the context of community outreach, partnerships, and governance.
- **Governance Knowledge:** Strong understanding of governance principles, board dynamics, and strategic oversight within a non-profit or community organization.
- **Organizational Knowledge:** In-depth understanding of TVZ's mission, values, and operations, including the role of community partnerships in driving organizational success.
- **Community and Partnership Management:** Experience in developing, managing, and sustaining strategic partnerships, including corporate, community, and educational organizations. Demonstrated success in identifying and cultivating new partnerships that align with organizational goals.

- **Stakeholder Engagement:** Expertise in managing relationships with diverse stakeholders, including community leaders, corporate partners, government entities, and educational institutions.
- **Project Management Skills:** Relevant education or experience in project management, with the ability to oversee multiple initiatives, set priorities, and manage resources to meet deadlines and objectives.
- **Strategic Planning:** Ability to contribute to and execute long-term strategic plans, particularly those focused on community outreach, corporate partnerships, and geographic/ethnic expansion.
- **Cultural Competence:** Sensitivity to and understanding of cultural dynamics, particularly within the Tamil and broader multicultural communities, with a focus on inclusivity and diversity.
- **Fundraising and Resource Development:** Experience in fundraising or resource development, particularly in securing and managing community grants, sponsorships, or corporate donations.
- **Policy Development:** Knowledge of policies and best practices for managing community relationships, partnerships, and stakeholder engagement within a non-profit framework.
- **Negotiation Skills:** Strong negotiation skills to effectively navigate and secure mutually beneficial agreements with community partners, corporations, and other stakeholders.
- **Problem-Solving:** Ability to assess situations, identify challenges, and develop actionable solutions, particularly in the context of partnerships, governance issues, or community relations.
- **Initiative:** Self-starter with the ability to take ownership of initiatives and think creatively to drive partnerships and community engagement.
- **Time Management:** Exceptional organizational and time management skills to handle multiple priorities, deadlines, and initiatives effectively.
- **Interpersonal Skills:** Excellent relationship-building, networking, and collaboration skills, with the ability to engage with a broad range of stakeholders and partners.
- **Technology Proficiency:** Skilled in Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Gmail, Google Drive, Docs, Sheets, Slides, Calendar), and internet research tools.
- **Governance-Specific Skills:**
 - Familiarity with governance structures, board processes, and compliance regulations in non-profit organizations.
 - Experience in preparing and presenting reports, updates, and recommendations to boards or senior leadership teams.
 - Ability to ensure alignment between governance frameworks and community outreach/partnership goals.
- **Community Engagement Expertise:** Demonstrated experience in community outreach, mobilization, and engagement strategies to foster strong, lasting partnerships with diverse communities.

- **Conflict Resolution:** Experience in resolving conflicts, navigating difficult conversations, and mediating disputes between partners or stakeholders.
- **Flexibility:** Willingness to work flexible hours as needed, including attending events or meetings outside of regular working hours.