

Job Title:	Outreach and Partnerships Manager	Classification	Full time salaried position (40 hrs /week)
Department:	Research Team	Compensation & Benefits	
Reports to:	Director of Research	Salary will be commensurate with experience, banded between \$50-60K Employer Provided Health Insurance, including Vision and Dental 401(k) Retirement Plan 3 Weeks Paid Vacation (up to 5 weeks with 5+ years of service) 12 Days Paid Office Holidays Professional Development Opportunities	
Location:	Can reside in any state in US		
Travel:	Some travel within MI and to other states (15%)		
Direct reports:	None		
Key relationships:	Research Team, Communications Team		
Job Role			
Role Overview:	The Outreach and Partnerships Manager , a key member of ISPU's research team, is responsible for developing programmatic partnerships, ensuring that ISPU research reaches key audiences, developing and maintaining relationships with ISPU scholars, and overseeing impact education projects. The position is virtual with in person presentations when needed.		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities	% Time on Task	
Project Management	<ul style="list-style-type: none"> Develop a streamlined and transparent research process including research review and communications process, monitoring and evaluation of research projects, event management systems, benchmarking against ISPU priority areas, and working with scholars and research team to manage projects. Assist Project Manager in monitoring and shepherding additional research projects through the ISPU pipeline from inception to completion. This includes working with scholars, research team, copy editors, and graphic designers. 	20%	

	<ul style="list-style-type: none"> • Work with the Director of Research and Project Manager to create research project plans including log frames, monitoring and evaluation processes, final outputs, dissemination plans, and budgets. • Work with Director of Research, Project Manager, and Director of Communications to develop a dissemination strategy for each research product, including identifying stakeholders, community leaders, policy makers, and media outlets for dissemination. • Work with Director of Research to engage in quality control of research products, including content review. 	
<p>Cultivation and engagement of stakeholders</p>	<ul style="list-style-type: none"> • Maintain and update ISPU scholar and experts database. • Create and maintain a database of policymakers, interfaith allies, and government staff working on the issues relevant to ISPU. • Assist Director of Research with relationship-building efforts, including setting up meetings, researching leads, disseminating ISPU reports, etc. • Closely follow national community development and policy developments in Washington, DC, and inform the Director of Research about new ideas for ISPU's work. • Regular scholar and advisory board/project team engagement. • Support the identification of networking opportunities and attend networking events as requested. • Engage with and represent ISPU at different partnerships tables, in partnership with the Research Director. • Oversee thought leadership programming. 	<p>35%</p>
<p>Impact Education/Dissemination</p>	<ul style="list-style-type: none"> • Advise and assist the Community Outreach and Partnerships Associate in planning for research events, briefings, convenings, webinars, and conferences. • Plan and manage successful ally, partner, community, and policy events and other communication opportunities. 	<p>35%</p>

	<ul style="list-style-type: none"> ● Seek and manage opportunities for sharing ISPU's research including identification of conferences and other outlets, writing and submission of abstracts, and working with scholars on presentations. ● Prepare and present research at community events and conferences. 	
Research Planning General	<ul style="list-style-type: none"> ● Support development and implementation of a streamlined and transparent research process including research review and communications process. ● Assist Project Manager to maintain the research manual ● Assist with the planning of Research Retreats. ● Streamline and suggest ways to improve our research systems and processes. ● Facilitate weekly research team meetings with the Director of Research and Project Manager including taking notes and following up on action items. ● Other administrative and management tasks as needed. 	10%
Education & Certifications	<ul style="list-style-type: none"> ● BA in a relevant field and preferably 5+ years related experience. MA preferred. 	
Essential Knowledge and Experience	<ul style="list-style-type: none"> ● The ideal candidate will be a self-motivated, self-starter who takes initiative and is creative about achieving their goals. ● Excellent attention to detail is a must as is the ability to think strategically. ● Exceptional interpersonal skills are needed, as are all types of communication and presentation skills. ● Deep familiarity and experience with the American Muslim community and context is preferred. ● Experience in research, education, training, or public policy are highly preferred. ● Willingness to work some nights, weekends and to travel is essential. ● An effective and clear writer and researcher. 	