



The Greater Topeka Partnership's **Resource Development Manager** will be an integral member of the Partnership team! This important position is responsible for handling investor relations and membership activities for the Greater Topeka Partnership ("GTP") by effectively communicating the benefits of membership and the GTP's value proposition. Major duties include:

- Ensure that GTP's investor and member relations plans are completed, including communicating with the VP of Resource Development and key GTP staff to schedule meetings, events, and invites for top investors.
- Prepare and follow up on sponsorships for members, as well as negotiating terms of agreement.
- Meet consistently with current and prospective member at their places of business to ensure total client satisfaction.
- Attend member ribbon cuttings and other GTP community events.
- Suggest new services and programs to increase member satisfaction.
- Develop strategies to address delinquent accounts and member attrition.

Although we seek a professional with the education and background to hit the ground running, our primary focus is to find a teammate who will live our core values and partner with the GTP team with energy and passion. Successful candidates must also demonstrate an in-depth knowledge of the business community in Topeka and Shawnee County, as well as, and excellent interpersonal and presentational skills. A background in marketing is preferred, but not required.

The Greater Topeka Partnership's mission is to be the catalyst for economic prosperity within our community and our vision is that the greater Topeka region is internationally recognized as a vibrant, innovative, fun, diverse, and healthy community. We are committed to diversifying the voice of the community, doing right by those who have entrusted us with our mission, looking toward a brighter future and infusing passion into everything we do. To that end, we hold to the following core values:

Diversity & Inclusion - Our organization, like our community, is great when everyone has a chance to come to the table with a voice that is heard and valued.

Integrity - We place integrity at the forefront of all our decisions and will continue to build a team only of individuals who are dedicated to doing the right thing in a fair and honest way.

Visionary - The future starts today and the decisions we make shape tomorrow for the next generation. We set our sights on innovation. We encourage and support creativity in our community and stay on the cutting edge of our industry's standards.

Passion for Community - We love our community!

The Greater Topeka Partnership (The Partnership) is a collaborative organization which brings together community organizations invested in economic development and quality of life Topeka & Shawnee County. The Partnership's model allows for shared resources and expertise to work on the common goal of economic prosperity for the region. Their total budget is \$10 million.

Interested candidates should send cover letter, and resume to Yesy Lawrence. The deadline is Monday, April 5, 2021