## 

## Lead Partner Roles and Responsibilities

The Lead Partner plays a key role in SVP's capacity building work acting as a bridge between SVP and the Investee. The LP is pivotal to developing a successful relationship. This person wears a few hats:

1. LPs work regularly with the Investee to identify and prioritize volunteer projects, set objectives, develop work plans, and monitor work progress.
2. LPs help mobilize partners with the passion and expertise necessary to complete projects and strengthen the investee. In other words, as a coordinator, the LP does not participate in or complete every project. Through careful delegation, the LP helps insure partners get connected to investee projects, and provides leadership to orient partners to the investee.
3. LPs are the primary source of communication between the Investee and SVP. It is important to provide ongoing, clear and consistent communication and coordination between the Investee, Advisory Team and SVP staff.

## Skills Needed:

* Collaborative nature
* Excellent communication skills
* Ability to build and manage a team, creating a rewarding and enjoyable work environment
* Good interpersonal skills, ability to build trust and rapport with Investee and Advisory Team members.
* A ‘get-it-done’ attitude

**Helpful experiences:**

* Managing budgets, developing plans, and devising measurable objectives
* Understanding of nonprofit environment
* Running effective meetings

## Time Requirements:

* Varies, depending on the Investee and work in progress
* A reasonable range is 5 - 15 hours per month and flexibility is desirable

## Responsibilities:

## Build an open, trusting relationship between SVP and the Investee

* Engage and coordinate the involvement of individual partners to form an Advisory Team to guide and assist Investee in capacity building efforts.
* Ensure Advisory Team members are supported. Maintain contact throughout their involvement. Ensure coordination and positive results with and for the Investee
* Work collaboratively with Investee to develop Annual Plans with measurable outcomes for capacity building and program execution
* Establish regular communications with the Investee to ensure ongoing progress toward milestones and to keep abreast of Investees’ needs
* Help Investee prepare for twice a year Portfolio Reviews
* Share learning, ideas, and resources or processes with other Lead Partners
* Safeguard SVP’s investment. Report to the SVP Board as needed to keep them abreast of successes and challenges
* Communicate regularly with SVP staff. Provide a report (minimally every two months) to the Executive Director to ensure that all parties are informed of key activities and decisions