



*Vaccinate Your Family (VYF) has been protecting people of all ages from vaccine-preventable diseases for over 30 years. Originally established in 1991 as Every Child by Two, VYF and its staff of public health experts and advocates work to*

*advance equitable access to lifesaving vaccines, build confidence in the safety and benefits of vaccination, and raise awareness of the critical need for timely immunization. For more information about Vaccinate Your Family, please visit our website at [vaccinateyourfamily.org](http://vaccinateyourfamily.org).*

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## **LEAD, STRATEGIC PARTNERSHIPS**

The Strategic Partnerships Lead will be responsible for cultivating, managing, and expanding strategic relationships and collaborations with a diverse set of partners—such as patient advocates, stakeholders, community-based organizations, coalitions, and nonprofit organizations both within and outside of the public health and immunization space. This role will design and implement partnership strategies that amplify our mission and programs, strengthen our initiatives across departments, and create innovative collaborations that increase vaccine confidence and access.

The Strategic Partnerships Lead reports to the Deputy Chief Executive Officer (DCEO) and may supervise Coordinator and/or Intern level staff.

### **Responsibilities**

- Cultivates, manages, and intentionally nurtures strategic partnerships and relationships with individuals, groups, organizations, coalitions, and entities at national, regional, state, and local levels that align with VYF's mission, vision, and strategic goals
- Develops and executes a partnership strategy, including outreach, to support VYF's strategic goals, programs, and initiatives
- Identifies new opportunities for strategic partnerships, engagements, and collaborations within, adjacent to, and outside of the public health and immunization space
- Manages VYF's SQUAD™ program, which includes maintaining and nurturing an extensive network of patient advocates, providing ongoing support for advocacy activities and engagements, conducting outreach, and recruiting new members for initiatives such as storytelling and community-level mobilization
- Supports the Deputy CEO with management of VYF's Vaccination Collaborative, which convenes strategic partners, advocates, and others to share best practices and resources, provide timely and topical updates related to immunizations and

public health, and collaborate on various initiatives aimed at increasing vaccine confidence and access

- Collaborates with internal teams across the organization to integrate partnership opportunities, engagements, and collaborations into campaigns, programmatic activities, and initiatives
- Works closely with Director, Lead, and Coordinator-level team members at VYF to identify external opportunities for shared resources, collaborations, and alignment
- Liaises with VYF leadership and department teams to promote and market VYF's educational programs, events, and resources to stakeholders, partners, and appropriate audiences
- Represents VYF to key external stakeholders, through formal and informal presentations, speaking engagements, and attendance at conferences and other meetings, as necessary
- Tracks outcomes and qualitatively evaluates the value and impact of partnerships and community engagement across the organization
- Maintains documentation of partner relationship management through the use of a CRM tool and/or other software/digital platform

### **Qualifications**

- Education may vary and may include Marketing, Communications, Public Health, Public Administration, or Science; a bachelor's degree is required, but a master's degree is preferred
- At least five to seven years of related work experience in the public health landscape
- Extensive knowledge of the public health landscape, including vaccines and immunizations
- Excellent relationship-building skills
- Strategic thinker with strong project management skills
- Excellent qualitative and problem-solving skills
- Bilingual in English and Spanish is preferred
- Ability to creatively solve challenging problems without extensive structural or operational support
- Detail-oriented collaborator capable of taking ownership and initiative
- Ability to foster an environment of healthy working relationships and inclusivity among staff and partners to maintain a positive and collaborative workspace
- Outstanding communication and presentation skills and ability to work well with leadership, staff, and other key stakeholders
- Proficiency in CRM/database management systems is preferred

- Proficiency in Microsoft Office is preferred (e.g., Word, Excel, PowerPoint, One Note)

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

### **Working Conditions**

VYF is committed to supporting employees of varying abilities and to providing reasonable accommodations to ensure individuals with disabilities thrive in their position.

VYF is based in Washington, DC, with offices in Connecticut. This position is fully remote.

The essential functions of this job include working from a computer for long periods of time to engaging in regular communications with colleagues and external stakeholders via text, audio, and video conferencing and communication platforms. This position requires periodic travel involving overnight trips.

### **Compensation and Benefits**

Salary is commensurate with qualifications and ranges from \$80,000 to \$100,000 in addition to a benefits package covering 100% of employee medical, dental, and vision premiums, employer retirement contributions (403b), short- and long-term disability, and generous paid time off, including parental leave.

### **How to Apply**

To apply for this position, please submit a resume, cover letter, and three professional references to [careers@vaccinateyourfamily.org](mailto:careers@vaccinateyourfamily.org) by December 12, 2025. VYF may review applications after this deadline in limited circumstances; however, this is not a guarantee that your application will be considered if it is not submitted by December 12, 2025. Applicants will be screened on a rolling basis.

*VYF provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

