



Partnership Coordinator

OUR MISSION: Hand2Hand delivers nutritious food to students over the weekends and on extended school breaks by mobilizing churches, schools, individuals, and businesses to join together, providing hope and opportunity to thrive.

OUR VISION: Every student in West Michigan, from early childhood through high school, will have a weekend food opportunity.

About Hand2Hand

At Hand2Hand, we believe every child deserves to feel seen, cared for, and loved—especially during the moments when support can feel hardest to find. When school doors close on Friday, many children face a weekend filled with uncertainty, and we exist to step into that gap with compassion and hope.

Hand2Hand is a Christian, faith-based nonprofit that provides food and encouragement to children over the weekend. Each week, we serve up to 15,000 students in 280 schools across 8 counties, meeting the need during the most vulnerable 68 hours of a child's week so they can return to school on Monday nourished, supported, and reminded they are not alone.

Reports to: Director of Partnerships

Hours: 32 hours per week | Full-Time, hourly position

Job Purpose & Description:

The Partnership Coordinator supports and strengthens Hand2Hand's church and school partnerships by providing relational support, coordinating key events and programs, maintaining accurate partnership records, and helping implement strategic growth initiatives. This role ensures partners are equipped, connected, and celebrated while advancing Hand2Hand's mission with excellence, stewardship, and servant-hearted leadership.

Hand2Hand Core Values

At Hand2Hand, we seek to uphold and model our core values in all interactions and decisions:

- Prayer-Focused – We seek God's guidance in all we do, grounding our work in prayer and trust.
- Wise Stewardship – We thoughtfully and responsibly steward the resources entrusted to us, honoring donors, partners, and the mission.
- Relational Partnerships – We value meaningful relationships and collaboration with churches, schools, donors, volunteers, and one another.
- Servant Leadership – We lead with humility, compassion, and a heart to serve, putting others first as we work together to deliver hope.

Job Responsibilities

1. Cultivate & Support Church Partnerships - Serve as a primary point of contact for church partners, ensuring coordinators are equipped with the tools, communication, and resources needed to thrive. Build strong, relational partnerships through consistent support, annual site visits, and ongoing engagement that reflects Hand2Hand's mission and core values.

2. Coordinate Partnership Events & Program Support - Assist in planning and executing events between Hand2Hand, churches, and schools, helping ensure seamless collaboration and meaningful engagement. Support Hub distributions and assist with the Summer Food Program to strengthen program delivery and partner experience.

3. Maintain Accurate Data & Reporting Systems - Ensure timely and accurate updates within Salesforce, maintaining detailed records of church partnerships, communications, and activities to support strong stewardship, reporting, and strategic decision-making.

4. Advance Partnership Strategy & Growth - Collaborate with the Director to support the development and implementation of the Partnership Strategic Plan, helping identify opportunities for growth, improvement, and long-term sustainability.

5. Share Stories & Strengthen Communication - Gather updates, stories, and testimonials from church and school partners and provide monthly content to the Brand Marketing Manager. Facilitate written and video testimonials that highlight impact and celebrate partnerships.

Qualifications

- Outgoing personality who serves with a passion to shine His light and love into our local communities
- Communicates clearly and effectively through multiple formats, including verbal, written, in-person, email, and text.
- Works well within a measurable, focused environment
- Able to think creatively, develop plans, and complete research to achieve results
- Self-starter, flexible, can work independently, and is a team player
- Demonstrate the ability to successfully manage a variety of projects simultaneously at a fast pace
- Highly proficient within the Google platform
- Knowledge of Salesforce, Constant Contact, and Canva is a plus
- Prefer a minimum 3-year college degree or equivalent job experience
- Comfortably interact with all levels within Hand2Hand and church partners

Benefits

- Competitive hourly wage aligned with experience and qualifications (range of \$23-\$25 per hour)
- Health benefits (medical, dental, vision)
- 403b with Employer Match
- Paid time off and holidays
- Professional development opportunities
- A supportive and faith-centered work environment

Hand2Hand is an equal-opportunity employer. We encourage individuals of all backgrounds to apply.

If this role sounds like a great fit, we'd love to hear from you. Please send your cover letter and résumé to Angie Spears, Director of Operations, at angie@h2hkids.org.