



## **Manager; Strategic Partnerships**

Founded in 2006, Spruce Technology is a leading provider of IT services for the public, private, and federal sectors, specializing in Strategic Staffing Services, Solutions & Professional Services, and Advisory Services. With clients in 30+ states, Spruce is a certified MBE and MS Gold Partner.

Spruce Technology is a mid-size and rapidly-growing Information Technology services firm headquartered in New Jersey. An award-winning firm (Inc 5000, SmartCEO) with a steadily growing portfolio of commercial and government clients, Spruce Technology provides innovative technology solutions, specialized IT staff, and IT strategy consulting nationwide.

Spruce Technology, Inc. is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived age, sex, pregnancy, race, creed, color, national origin, disability, marital status, sexual orientation, citizenship status, genetic information, religion, or any other characteristic protected by applicable federal, state or local laws.

Reporting to the Executive Vice President of Business Development & Strategy, we are seeking a Manager of Strategic Partnerships to support our evolving portfolio of partner organizations and relationships that enrich the work with our clients and government priorities; ensuring continued management, evolution, and growth consistent with the strategies of the firm as a whole. As Spruce formalizes our focus on growth through partnerships, there will be a concentration on ensuring thoughtful expansion and inclusion of diverse and equitable relationships. The ideal candidate will be self-motivated, extremely organized, outgoing and personable with a desire to be a part of small team integral to the firm's success. The selected candidate will have wide latitude to pursue opportunities and build relationships, the potential to learn about a variety of technologies, and be exposed to key staff with a wealth of backgrounds to provide guidance and support as needed.

**Please visit [www.sprucetech.com](http://www.sprucetech.com) for additional information on our services.**

### **Qualifications:**

- High school diploma; a degree in a business-related field, IT, or communications preferred
- 5+ years of relationship management/business development/outreach experience, preferably in an IT-related position
- Meticulous attention to detail and organization skills
- Excellent written and verbal communication skills
- Strong ability to carry out tasks independently or with very little supervision
- Exemplary interpersonal relationship skills
- Comfort interacting with highly technical and business-oriented people
- Interest in learning more about technology, with a focus on those most relevant to the firm
- Flexibility with work hours to align with partners concentrated across the continental United States.
- Candidates with an existing network in the technology field strongly preferred

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**Responsibilities:**

- Sole management of Spruce's network of strategic partnerships spanning the diverse technology eco-system and coordinating with internal staff as well as members of the partner organizations
- Ensure consistent communication with partners through scheduled calls, in-person meetings and participating partner events
- Manage partner related documentation, including but not limited to meeting notes, partnership requirements, current/past/future opportunities
- Remain up-to-date on current partners through partner communication channels (emails, partner portals, social media)
- Recommend additional strategic partnerships based on the mission of the firm ensuring focus on diversity, equity and inclusion – and relevance to the Spruce's strategic markets and client needs
- Participate in special projects and initiatives as needed for the overall growth of the firm
- Assist with drafting marketing and sales material, including proposals, SOWs, job descriptions for client staffing needs, website content, client presentations, etc.
- Complete regular internal reporting, including updates to internal CRM system and other status requirements

If this position is of interest please forward your resume to Nick Kroeger at [nick.kroeger@sprucetech.com](mailto:nick.kroeger@sprucetech.com); he can also be contacted at **(201) 693 4783**.