PROMISES2KIDS

JOB DESCRIPTION

TITLE: Corporate Relations Manager

STATUS: Full Time, Exempt

REPORTS TO: Director of Philanthropic Operations

APPLY: Email resume and cover letter to Info@Promises2Kids.org

The Corporate Relations Manager is responsible for the identification, cultivation, solicitation and stewardship of gifts from corporations. The Corporate Relations Manager will maximize gift revenue from current donors while engaging new prospective constituents. The Corporate Relations Manager will interact regularly with the Volunteer Specialist, Marketing Manager, Activities and Administrative Officer, and Clinical Services Manager in performing the position's principal duties – including those that utilize students to support efforts.

RESPONSIBILTIES:

- Develop, plan and manage annual corporate development plan including stewardship events and opportunities.
- Effectively steward corporations to secure funding to meet annual revenue goals including unrestricted gifts, restricted gifts, employee giving campaigns and event sponsorships.
- Develop, manage and ensure assigned strategies, activities and outcomes of the development department to meet established Foundation goals and budget.
- Achieve annual goals by identifying, qualifying, cultivating, soliciting and stewarding individuals for all corporate gifts focusing on $10k and above .
- Identify potential new sources of support from community organizations and corporations. Develop strategies to cultivate and solicit these prospects.
- Engage new and existing corporations in Promises2Kids work resulting in volunteer efforts, event sponsorship, and program and/or general support.
- Educate and inform prospects and donors about giving vehicles appropriate to their personal circumstances.
- Develop and manage the plan for revenue for sponsorships and ticket sales for each program or fundraising event to ensure all event goals are met.
- Work closely with the marketing and program staff to ensure all sponsorship benefits provided to donors.
- Lead Leadership Network groups and execute cultivation plan for coaches
- Track prospect/donor moves appropriate in donor database.
- Coordinate corporate donation drives including the BOMA Back to School and Holiday Gift Drives.

- Represent Promises2Kids at events and community activities.
- Other duties as assigned.

QUALIFICATIONS:

- Minimum of 2-years experience in fundraising.
- Bachelor's degree or equivalent required.
- General knowledge of relationship management and nonprofit practices.
- Excellent writing and editing skills; including letters to donors, outreach materials, e-mail campaigns, twitter, etc.
- Strong organizational, administrative, telephone and communications skills.
- Excellent interpersonal skills.
- Significant experience and proficiency in computer skills including entire MS Office Suite desirable.
- Experience with fundraising software programs, Salesforce a plus, and proficiency with prospect research tools.
- Experience and ability to work with all types of constituents such as donors, volunteers, board members, community and business leaders, government officials and others.
- Ability to work independently, demonstrate initiative, and to complete and report on assignments.
- Ability to pay attention to detail and also remain oriented to the "big picture".
- Ability to work under pressure, set priorities and meet deadlines.
- Ability to handle sensitive information with confidentiality, diplomacy and tact.
- Professional demeanor, flexible, and able to respond to multiple demands. Able and willing to take responsibility and to work as part of a close-knit team.
- This person must have the ability to work with a variety of people and represent Promises2Kids in a positive and professional manner to all staff, visitors, donors and the community.
- Must possess reliable personal transportation and be approved by insurance carrier to drive personal vehicle.

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