



**Job Title:** Corporate Relationship Manager  
**Department:** Development & Communications  
**Reports to:** VP, Development & Communications  
**FLSA Status:** Exempt  
**Date:** Feb. 28, 2019

**Organizational Description:**

BREATHE CALIFORNIA of Los Angeles County (BREATHE LA) is a 501(c)3 nonprofit organization focused on achieving clean air and healthy lungs through research, education, advocacy and technology. The organization runs an array of breathing and health-related educational and outreach programs to increase public awareness about lung-related diseases, including asthma, bronchitis and emphysema and works towards eradicating these diseases.

BREATHE LA programs provide education to children with asthma and their parents, and adults with emphysema, chronic bronchitis and Chronic Obstructive Pulmonary Disease (COPD) to better understand and manage their disease. BREATHE LA also conducts educational programs aimed at tobacco prevention, healthy eating, and air pollution and environmental health. In addition, the organization conducts advocacy and community programs to increase public awareness of air pollution and promote solutions that will achieve clean air for all.

**General Statement of Duties:**

BREATHE LA is seeking a dynamic, creative, and organized Corporate Relationship Manager who will work under the Vice President of Development and Communications (VP, DAC) to assist the organization's fundraising efforts, including helping identify donor prospects, assisting with the organization's annual development strategy, and monitoring progress against its goals.

**Essential Duties and Responsibilities:**

- Be responsible for funding a \$750,000 portion of BREATHE LA's annual operating budget.
- Cultivate, grow, solicit, and steward a portfolio of corporate donors and prospects.
- Develop fundraising strategies designed to resonate with corporate and institutional donors.
- Oversee the successful implementation of all approved development strategies.
- Secure the corporate sponsorships and ticket/table sales for special events, including a bi-annual Gala, annual Lung Health Conference, and film series.
- Secure corporate, medical group, and hospital system sponsorships for Trudeau Society lecture series and annual research forum.
- Secure corporate partners to participate in and sponsor volunteer engagement program and employee engagement program.

- Manage the logistics of all events, including vendor relationships, volunteer recruitment and management, Board member engagement, and event publicity and communications.
- Actively engage with corporate community to prospect new donor and employee engagement opportunities.
- Demonstrate a well-informed understanding of the programs and services that BREATHE California of Los Angeles County (BREATHE LA) provides to the community.
- Prepare periodic reports to organizational leadership and the Board of Directors
- Work with Development team to ensure acknowledgements on a timely basis.
- Support, participate in, and assist overall BREATHE LA development efforts.
- Track, manage and measure assigned projects.
- Provide other Development Department assistance as identified.

**Allocation of Time:**

- 65% Identifying, cultivating, and securing corporate sponsorships
- 20% Managing special events
- 5% Creating development strategies and implementation plans
- 5% Measuring and tracking prospecting and stewardship activities
- 5% Other Development Department duties

**Fundraising Goal:**

The overall fundraising goal for this position for the calendar year 2019 is a minimum of \$475,000 in event revenue and a minimum of \$275,000 in corporate sponsorships.

**Required Qualifications:**

- Bachelor's degree
- Minimum 10 years of successful fundraising for nonprofit organizations and experience meeting development department goals
- Track record of securing institutional sponsorships of at least \$25,000
- Experience managing a portfolio of at least 50 corporations with high-touch cultivation
- Deep experience with prospect identification and cultivation
- Knowledge of corporate arena and workplace etiquette
- Comfort level with high-level corporate executives
- Experience interacting with nonprofit organizational leadership, Board members and volunteers
- Attention to detail and a commitment to the nonprofit sector
- Excellent organizational, written and oral communication skills
- Polished public speaker
- Strategic, organized and self-directed
- Ability to multi-task, meet deadlines, and accurately prioritize multiple project deliverables.
- Fluency with Microsoft Office suite and database programs
- Positive attitude in embracing new initiatives and in working with teammates

- Ability to work well with different skill sets and personal styles
- Availability for weekend/evening special events activities
- Local travel required

**Preferred Qualifications:**

- Previous professional experience working for a public health and/or environmental organization preferred
- Nonprofit experience in Southern California preferred
- Experience and ability to recruit, manage and retain volunteers
- Experience tracking donor cultivation in CRM system such as DonorPerfect

**Compensation:**

- Salary depending on experience. Competitive compensation and benefits. This is a full-time exempt position (with evening and weekend events occasionally). Excellent work environment. Fulltime only. EOE

**APPLY TO:** Send cover letter and resume to [info@breathela.org](mailto:info@breathela.org)