**Position Description**

**Job Title:** Corporate Partnerships Officer  
**Supervisor:** Chief Development Officer  
**Classification:** Exempt  
**Hiring Salary Range:** $80,000 - $85,000 annually

**About UMOM New Day Centers:** Founded in 1964, UMOM is Arizona's largest provider of services for families experiencing homelessness. Our mission is to restore hope, rebuild lives, and end homelessness. With an annual operating budget of $22 million dollars, UMOM provides shelter, supportive services, and housing programs to families and single women experiencing homelessness in Maricopa County. UMOM serves over 15,000 unique individuals across all our services annually, including families receiving support at the Family Housing Hub.

**Position Description:** The Corporate Development Officer is a full-time member of our Philanthropy Team responsible for increasing UMOM fundraising efforts through corporate accounts and events. This position will be responsible for identifying new donors, building the donor pipeline, cultivating long-term relationships, and retaining corporate donors through strategic engagement, timely solicitation, and relevant stewardship. While first and foremost responsible for corporate partnerships and giving, this position also serves as the organization’s lead for planning, organizing, and implementing all fundraising events.

This position is an integral part of a growing team that is the driving power behind significant growth in private giving over the next five years. The successful candidate will be someone who will take personal and professional pride in working for an organization with a great reputation that provides programs to help end homelessness in our community!

**Essential Duties and Responsibilities:**

**Corporate Partnership Development - 55%**

Designs and activates a multi-year, strategic corporate giving plan, with the goal of program growth resulting in increasing funds raised from $500,000 annually to $1 million annually over the next three to five years. Core strategies may include direct giving, corporate matching, event sponsorship, cause-marketing, and employee giving.

Responsibilities include but are not limited to:

- Manages a corporate giving portfolio of 25-75 active prospective donors with an emphasis on retention and programmatic growth by ushering corporate gift prospects through the donor commitment continuum from discovery to cultivation, to solicitation, and to stewardship.
- Designs and activates stewardship strategies to retain and upgrade giving.
- Serves as the team’s area expert on local corporate news and trends to serve as a resource, discover new opportunities, and enhance partnerships between the industry and our organization for high-value corporate alliances and opportunities for philanthropic contributions.
- Represents the organization and presents the work of the organization at corporate funder convenings, funder affinity groups, and other public engagements.

**Fundraising Events Lead - 25%**

Serves as the lead on UMOM’s fundraising events, with the goal of raising $500,000 annually from events.

Responsibilities include but are not limited to:

- Leads effort to secure sponsorships, oversees committee leadership, manages the silent auction, and overall logistics (e.g. print and online communications, vendor assignments and contracts, venues, catering, event materials, table assignments, registration, event show-calling, and follow-up strategies) for our two primary annual events.
- Reports progress and assignments to internal and external stakeholders in a proactive and professional manner.

Effective Date: 05.22.2022
Volunteer Services Leadership – 15%

- Develops, implements, and leads a new volunteer strategy for the agency, that offers volunteers a meaningful, long-term relationship with UMOM.
- Works with the Development team to convert existing agency volunteers to donors.
- Supervises Volunteer Manager - including training, direction of work, appraisal of productivity and efficiency, delivery of feedback and coaching, and disciplinary action, if required.

Portfolio Management and General Development Activity - 5%

- Tracks prospects and donor contacts in a portfolio using the organization's CRM and tracking methods, ensuring that all donor information and special requests are recorded and accomplished.
- Reports on quarterly fundraising plan progress metrics and key performance indicators based on donor engagement.
- Performs other duties as assigned.

Qualification and Competency Requirements:

Experience and Education
- Bachelor's degree or equivalent experience required.
- 5+ years of fundraising experience especially focused on corporate sponsorships and events.
- Proven record of corporate fundraising including securing gifts of $25,000 and above, or experience making grants on behalf of a corporation.
- Minimum of two years of supervisory experience required
- Demonstrated success leading major fundraising events.
- Experience managing relationships with c-suite level corporate executives including developing new relationships, presenting pitches, soliciting and stewarding partnerships.

Computer skills
- Proficiency with applications including Microsoft Word, Excel, Power Point, and Outlook.
- Proficiency in Virtuous CRM or comparable donor database software strongly preferred.

Compliance
- Valid Level One Fingerprint Clearance Card or the ability to obtain one.
- Valid AZ driver’s license and a driving record that falls within UMOM’s policy.
- Vehicle insurance in accordance with UMOM driving policy.

Physical Activities and Working Conditions
The physical demands and working conditions described here are representative, but not exhaustive, of those that must be met by an employee to successfully perform the essential functions of this job.

- This position is typically performed in an interior, environmentally controlled office setting. The duties of the job require extended periods of time being stationary and manipulating a computer (keyboard, monitor, mouse), and other standard office equipment including, but not limited to printer, fax, calculator, copier, telephone, and associated computer/technology peripherals.
- Additionally, this position requires the ability to occasionally staff events which may require extended periods of standing, walking, and limited light lifting.

Additional Attributes
- Adheres to the highest ethical standards; demonstrates empathetic disposition, and perseverance; reflects optimistic and positive attitude, and conveys sensitivity to needs of the donors and beneficiaries of UMOM’s mission.
- Ability to determine how best to develop and maintain effective relationships with donors and determine when and how a prospective donor can be successfully solicited for a gift/gifts.
- Demonstrated ability to understand the needs and interests of donors to develop or strengthen relationships.
- Superior interpersonal skills and ability to communicate professionally with a culturally diverse group of donors and co-workers.
● Ability to speak persuasively and storytell.
● Excellent organizational and project management skills and ability to prioritize workload in a timely manner to complete assignments with many deadlines and competing requirements.
● Willingness to embrace and actively support the unique culture and values of UMOM.
● Ability to exercise excellent independent judgment and take ownership of decisions.
● Ability to think on a broad, systems-level relative to the scope of the position.
● Ability to work independently and self-manage to achieve goals while being a strong team player.
● Ability to cope with and embrace change, risk, and uncertainty.
● Ability to develop strong relationships within a fast-paced, collaborative setting that values diverse opinions; enthusiasm for helping drive change as UMOM becomes a more data-driven organization.

To learn more about and apply for this position, and to view all available positions with UMOM New Day Centers, please visit: https://umom.org/umom-careers/

Work Schedule: The typical schedule for this position is Monday-Friday, normal business hours, with occasional nights and weekends to accommodate committee meetings, networking events, and corporate events. Most of the work in this position can be conducted remotely if desired, however, the incumbent must be able to come into the office for specific engagements.

Other: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.