



POSITION: Corporate Engagement Manager

LOCATION: Irvine, CA (in-office)

THE ORGANIZATION:

Our Mission: Ensure every kid fighting cancer has the support and encouragement to Never Ever Give Up by CONNECTING with their family, bringing AWARENESS to their story, providing them helpful RESOURCES, and sending them continuous doses of ENCOURAGEMENT throughout their treatment.

Our Vision: Become a global symbol of help and hope to all impacted by childhood cancer.

Our Story: The Jessie Rees Foundation is inspired by 12-year-old Jessica Joy Rees, better known as “Jessie”. Jessie was a beautiful, athletic, smart, and compassionate girl who fought two brain tumors (DIPG) from March 3, 2011, to January 5, 2012. On that painful day, Jessie left an amazing legacy of love that her family and foundation now continue.

During Jessie’s courageous fight she decided to focus on helping other kids fighting cancer be creating JoyJars®. JoyJars are 64oz plastic jars stuffed with new toys, games and activities for boys and girls ages 1-18. Jessie personally stuffed and sent over 3,000 JoyJars. In addition, she used her motto NEGU® to encourage her peers to Never Ever Give Up.

After Jessie lost her fight to cancer, she was honored with the Lady Diana and CNN Young Wonder awards. Her story has been shared by CBS news, People Magazine, Fox News, and the Huffington Post.

Since 2012, over 430,000 JoyJars have been sent to children fighting cancer in all 50 states and over 53 countries. While we are super thankful to spread so much joy, we can’t stop, because cancer never does. Research shows that over 400,000 children around the world are diagnosed with cancer each year. Each child has a name, a family and deserves our support to NEVER EVER GIVE UP!



OPERATIONS OVERVIEW:

The headquarters of the Jessie Rees Foundation is in Irvine, CA. The foundation's annual operating budget is \$5 million. There are currently twelve staff members that team up with thousands of volunteers each year. Jessie's father, Erik Rees, is the visionary leader of the foundation. Jessie's mother, Stacey Rees, is the operational leader of the foundation.

There is a 17-member Board of Directors, comprised of local business and community leaders, as well as leaders in philanthropy, to whom the CEO reports. The Board exercises its governance responsibilities supported by a committee structure that allows members to apply their skills and expertise in the areas that will ensure most effective oversight and guidance of JRF's activities.

JRF currently leverages four strategic imperatives that drive the organization toward health and growth:

1. *Increase Revenue:* The annual goal is a 20% increase.
2. *Increase Relationships:* People matter, and we are committed to doing whatever it takes to ensure those that support us feel valued.
3. *Increase Reach:* Every day innocent children are diagnosed with cancer, and we must find ways to reach them and support their entire family to NEGU.
4. *Increase Resources:* Continual development/innovation of products & services to better support kids and their families to NEGU.

The foundation has a Platinum Star rating with Guide Star and a four-star rating on Charity Navigator.



TITLE: Corporate Engagement Manager

POSITION OVERVIEW: The Corporate Engagement Manager plays an essential fundraising role in the execution and expansion of our corporate engagement opportunities locally and nationally. These opportunities include, but are not limited to event sponsorships, team building activities, and program sponsorships. They will be part of the Corporate Relations & Development Team and work collaboratively with the Director of Corporate Relations & Development to ensure annual goals and objectives are achieved in a professional and timely manner. They will be assigned specific corporate account(s) to manage/develop, while recruiting five new corporate accounts per month. The results of these efforts will bring in a minimum of \$250,000 in financial contributions annually.

ESSENTIAL RESPONSIBILITIES: *Under the supervision of the Director of Corporate Relations & Development, a successful Corporate Engagement Manager will spend over 80% of work time on, and satisfactorily perform, these general categories of duties, which require significant discretion and independent judgment. Responsibilities include, but are not limited to:*

- *Corporate Team Building Execution:* Successfully manage and execute all facets of assigned corporate team building activations locally and nationally. Including, but not limited to, conducting planning meetings, developing/managing logistic budgets, coordinating internal logistics/travel, teaming up with volunteers onsite to prepare activations, leading activations, post activation loud out, and sponsor appreciation.
- *Corporate Relations:* Proactively and professionally dedicate time to deepening relationships with assigned corporations. Including, but not limited to, hand-written notes, phone calls, virtual or personally meetings/presentations. The net result of these effects will lead to further corporate funding.
- *Corporate Development:* Constantly research and recruit new corporate engagements through networking, phone calling, LinkedIn connections, email solicitation, and DMC/hotel partnerships. The net result of these efforts will be increased financial donations and engagements that advance our mission forward.

OTHER DUTIES: *A successful Corporate Engagement Manager may spend up to 20% of work time on, and satisfactorily perform, these general categories of duties:*

- Perform day-to-day administrative tasks such as maintaining information files and keeping Salesforce updated.
- Be willing to support other team members as directed.
- Perform any other duties as requested.



COMPETENCIES/ATTRIBUTES: The successful professional will have or be:

- A clear passion to help care for kids/families impacted by childhood cancer.
- Highly skilled and adept at relationship building.
- Energized by the idea of recruiting and building relationships with new organizations.
- An appreciation of and commitment to JRF's mission, an interest in the substance of its programs, and a grasp of the complexities and nuances of its work.
- Able to create a "win-win" solution in all situations that leads to engagement.
- Able to represent the Foundation with a high degree of professionalism.
- Inspirational to prospective corporations by making a compelling case for the Foundation's value-add in supporting and enabling them to fulfill their charitable goals.
- Comfortable with fast pace, bringing adaptability and flexibility as JRF continues its organizational evolution.
- Excitement and enthusiasm for volunteer team building and defining a functional role.
- Excellent interpersonal skills and communication skills; exemplary listening skills.
- Excellent writing skills, including the ability to compose, edit, and develop proposals and documents in collaboration with colleagues in program areas and executive staff.
- Possess an entrepreneurial spirit, enjoys charting new territory and building new relationships.
- Possess tact and diplomacy.
- Possess an exceptional work ethic.
- Unquestionable professional ethics and personal integrity.

QUALIFICATIONS:

- Bachelor's degree highly preferred.
- Over five years of previous non-profit, fundraising, and event planning experience required and or corporate sales and business development.
- Strong customer service skills and ability to interact with employees, management, volunteers, external clients, and the general public.
- High-paced environment, self-motivated and ability to multi-task (work on multiple projects at the same time)
- Experienced in working with CRM's (Salesforce preferred)
- Experienced in Microsoft applications (Word, Excel, PowerPoint, etc.).
- Experience and utilizing judgment to plan and accomplish goals.
- Travel up to 40% annually (locally in Orange County and Nationally).
- Clean DMV record with no DUIs or more than one moving violation.



PHYSICAL DEMANDS: *These are the general physical demands that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While this is primarily a position in which you will work in an office requiring sitting for extended periods of time, limited walking, standing, stooping, bending, kneeling, and reaching. There will be times you will be required to lead engagements that will include lifting and carrying items that can weigh as much as 40 lbs. Requirements include:

- General Office Activities - Walking, Standing, Sitting, Talking, Typing, etc.
- Ability to have near acuity.
- Ability to speak over the phone and listen.
- Ability to work in an environment with moderate temperature fluctuations.
- Ability to speak in front of and lead large groups.

TRAVEL: Moderate

COMPENSATION: \$60,000 – \$65,000 Dependent upon qualifications and experience.

STATUS: Full-time

HOW TO APPLY: Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to pfrangos@hrocinc.com with Corporate Engagement Manager in the subject line. No phone calls please.

The Jessie Rees Foundation is an EQUAL OPPORTUNITY EMPLOYER. This position is employed “at will” by the Jessie Rees Foundation.