Corporate Partnership Manager – Dumb Friends League

Purpose of Position: Under the direction of the Director of Development, the Corporate Partnership Manager has responsibility for planning and implementing an aggressive fundraising strategy with corporations, creating and establishing partnerships and event sponsorships. Strong emphasis will be placed on managing major corporate accounts to ensure deliverables are met, while building and renewing corporate sponsor pool. Activities also include solicitation of corporate sponsorships for special events and active participation in a high-functioning, highly collaborative results-oriented development team. The Corporate Partnerships Manager will also provide support and guidance to the Development team with accountability to corporate sponsor development to ensure familiarity with strategic direction, resources, tools and training, and to provide advice and counsel.

Responsibilities

- Corporate relationship management and acquisition; manage existing partners while prospecting for new opportunities
- Develops and implements solicitation of corporate support; develops and maintains knowledge of corporate giving interests and trends
- Responsible for meeting a $1.25 million annual corporate fundraising goal.
- Develops, manages and evaluates strategic alliances with corporations
- Assist in all areas of development including planning, solicitation, implementation and evaluation
- Serves as contact for customer service issues for corporate partners
- Responsible for managing and cultivating an existing corporate relationship portfolio, working with internal staff and external partners to identify pipeline of existing sponsors
- Works with appropriate internal Development and Marketing staff to ensure fulfillment and execution of corporate sponsor benefits and recognition as agreed
- Works closely with appropriate internal staff and corporate partner/spoonor to outline expectations, communication plan, and timeline for partnership fulfillment and logistics
- Manages corporate partnerships and relationships onsite, ensuring fulfillment of sponsor obligations and cultivating and stewarding relationships as appropriate including introductions to staff and volunteer leadership, facilitating corporate networking opportunities and more
- Utilizes standardized business processes, policies, guidelines, and tools to manage corporate partners relationships
- Manages the identification, acquisition, and cultivation of new national, regional and local corporate relationships and revenue
- Develops comprehensive partnership proposals based on opportunity and interests
• Develops both general and partnership-specific impact reports and ensures timely dissemination as a stewardship touchpoint
• Completes all corporate grant proposals and associated reporting in a timely manner, working with internal staff to track and report on relevant metrics
• Negotiate sponsor benefits, draft sponsorship contracts, and ensure sponsorship deliverables are fulfilled for League events in a timely manner
• Cultivate existing and grow new corporate workplace and matching giving partnerships, including presenting to employees of partner corporations
• Facility other opportunities for corporate employee engagement as appropriate, including but not limited to presentations, tours and corporate volunteer days

People Care
People are the key to fulfilling our mission. Making internal and external patrons and their needs a primary focus is expected in all situations. This position interacts with and collaborates with employees at all levels of the organization. Communication occurs through face to face, telephone, and electronic interactions and may also include contact with the general public and League business partners. Communication and contact must be clear, understandable, cooperative, professional and respectful in all circumstances. Employees are expected to actively support a positive team environment, directly address conflict, and appropriately express concerns.

Competencies
Competencies are work behaviors and expectations necessary for successful job performance. They encompass knowledge, skills, abilities, attitudes, and actions. Additional definitions for competencies may be obtained from Human Resources

Organizational Key Competencies

• Integrity and Ethics
• Adapting to Change and Ambiguity
• Customer and Community Focus
• Emotional Intelligence
• Excellence

Position Key Competencies

• Analytical Thinking
• Conflict Management

Supervisory or Managerial Responsibility - Volunteers
Travel – None

Work Conditions and Physical Requirements
Performs work primarily in an office setting. Potentially prolonged periods of sitting and repetitive motion. May work in an area with high noise level. Potentially subject to animal bites and scratches. Exposure to cleaning chemicals, fumes, dust, animal dander, and feces. Occasional lifting with reasonable accommodation.

**Full Time Benefits** include medical, dental, and vision insurance, flexible spending accounts, League-paid Life and Short-Term Disability Insurance, Paid Time Off (PTO), Holiday Pay, 401(k), and more! Please visit our website for a comprehensive list of all offered benefits

**Compensation:** $61,100 - $70,000 annually (starting pay commensurate with market, experience, and equity)

**Position Qualifications  Knowledge/Skills/Abilities**

- Proficiency in prioritizing tasks; ability to think strategically; strong project and time management skills; excellent verbal and written presentation skills; superior interpersonal and communication skills required (oral and written).
- Demonstrated high standards of ethics and integrity.
- Must be a self-starter with strong leadership, management, and communication skills.
- Ability to create relationships and collaborate with corporate representation and internally with staff across departments and among leadership.
- Knowledge of Microsoft Office Suite and Database Management Software - Raiser’s Edge/RE NXT.
- Comfort level conducting independent research outside of traditional development prospecting tools
- Strong independent writing and proofreading/editing skillset.
- Comfort level with public speaking and providing presentations to corporate groups.
- Proven success with planning, managing and initiating corporate relationships is essential.

**Required**

- **Education:** bachelor's degree
- **Work Experience:** Three years of experience in corporate sponsorship and partnership relations, fundraising or a related field or coursework specific to non-profit development.

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