



JOB TITLE: Manager of Corporate Partnerships

JOB DESCRIPTION/SUMMARY: The Manager of Corporate Partnerships is responsible for streams of fundraising across the chapter's central region focused on corporate relations and development, inclusive of developing local corporate partnerships, corporate grants, Adopt-A-Wish, sponsorship, and employee giving.

This individual is responsible for an overall strategic plan for a corporate giving and engagement that supports the short- and long-term goals of assigned revenue streams; breaking it into its constituent parts, execution, and motivating self and volunteers to reach individual and group goals. This job requires a dynamic, motivated, energetic, and personable individual with a go-getter attitude and a drive to meet and exceed budgetary fundraising goals.

REPORTS TO: Director of Development

Essential Duties and Responsibilities to include (but are not limited to):

- Together with Director of Development and President/CEO, participate in the organization's strategic planning process to ensure integration of fundraising, awareness, and philanthropy.
- Design and implement short- and long-term fundraising plans and budgets to support strategic goals.
- Develop a list of prospective donors by identifying corporations and foundations with capacity and propensity to give. Work with the appropriate staff and event/board volunteers to connect high level corporate prospects across chapter territory.
- Initiate and strengthen corporate and foundation relationships with key donors through systematic cultivation.
- Manage a portfolio of over 200 new and returning corporate sponsors and prospects accounting for over \$1M of the organization's annual revenue goals.
- Develop and deliver presentations to internal and/or external stakeholders.
- Network with appropriate organizations to build organizational presence in the corporate community.
- Maximize fundraising and decrease wish expenses by successfully identifying, soliciting, and securing opportunities for corporate partnership through programs including Adopt-A-Wish, employee giving, in-kind support, corporate walk teams, and corporate grants.
- Together with the Director of Marketing & Community Engagement, design, implement, track, and manage corporate fundraising initiatives and subsequent marketing campaigns with corporate partners. Fulfill organization deliverables and ensure maximum benefit to both parties.



- Actively solicit and secure sponsorships from \$1,500 to \$75,000 to reach the sponsorship goals for all internal events (Wishmaker's Ball, Wishmaker's Brunch, Walk for Wishes, and Casino Night).
- Renews and increases sponsorships from corporations for Make-A-Wish internal special events; ensures the delivery of benefits associated with all sponsorships at internal events.
- Supports the Development & Event Manager by participating in necessary committee meetings for all internal fundraising events.
- Works alongside internal event committee volunteers as needed to solicit and secure internal event sponsorships.
- Identifies and capitalizes on growth and broadening opportunities for existing donors in corporate portfolio, cross-pollinating donors from programs and events into other areas of the organization.
- Execute appropriate gift acceptance policies that reflect legal and ethical standards.
- Responsible for directing appropriate data entry, utilizing Raiser's Edge, regarding all prospect research, family relationships, community relationships, prospect visits and phone calls, invitations, Board and volunteer responsibilities and other items of note that could be helpful in fundraising.

Necessary Skills & Desired Qualifications

- Bachelor's degree in marketing, business, communications or similar.
- Minimum 2 years of diversified sales/fundraising experience, preferably in corporate development.
- Ability to ask for corporate gifts, sponsorships, and team participation as well as all necessary follow up (via phone, email, or in-person meetings) in order to close or disqualify the prospect.
- Proven track record in all aspects of corporate sales, including measurable revenue impact.
- Ability to create and manage timelines and deadlines to achieve individual and team financial goals – long and short-term.
- Accountable for responding to supporters in a timely fashion – i.e. prospects, partners, volunteers, participants, donors.
- Works quickly and efficiently with strong time management skills.



- Self-starter, highly organized, detail oriented, and able to handle multiple projects simultaneously in a fast-paced environment.
- Ensure accurate recording of information in Raiser's Edge database and internal tracking documents. Create, update, and revise as needed.
- Ability to work and communicate with a wide range of people including families, volunteers, and community partners.
- Previous experience developing relationships with constituents and corporations while achieving annual goals.
- Enjoy working on a team and face-to-face interactions with all types of people.
- Serve as an organizational ambassador at each event.
- Volunteer/committee recruitment and management experience.
- Works enthusiastically in a constantly changing environment.
- Works independently and thrives in a results-oriented culture of accountability.
- Excellent writing and communication skills with a diligent attention to detail. Proficient use of MS Office (including Outlook, Word, Excel, and PowerPoint) is required.
- Ability to lift 40 pounds (position requires moving, carrying and transporting event objects and materials).
- Ability and willingness to work flexible hours, including evenings and weekends as required.
- Perform all other duties as assigned.

Interested? **Apply**

Submit resume, cover letter and salary requirements to:

Krista Zagales
Director of Development
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