

JOB DESCRIPTION

CORPORATE RELATIONS AND EVENTS ASSOCIATE

DEPARTMENT: DEVELOPMENT
REPORTS TO: DIRECTOR OF DEVELOPMENT

POSITION SUMMARY:

This position has the primary responsibility for managing and implementing the organization's Corporate Sponsorship program. In addition, this position will assist the Annual Fund and Events Manager with special event duties, as assigned by the Annual Fund and Events Manager. This position works to establish long-term partnerships, strengthen existing relationships and initiate new contacts with the corporate sector for an annual sponsorship and Round

ESSENTIAL JOB FUNCTIONS (not prioritized):

- Identify corporate prospects and conduct research to determine interest and giving potential.
- Develop, manage and implement cultivation and solicitation strategies for corporate sponsorships, including proposals and negotiation of marketing agreements.
- Develop, manage and implement cultivation and solicitation strategies for Round It Up partners.
- Arrange, conduct and coordinate cultivation, stewardship and recognition activities such as on-site signage, recognition in publications and on-site visits for corporate sponsors.
- Maintain accuracy of donor tracking systems and database for corporate constituents, while maintaining confidentiality of donor information.
- Manage acquisition, renewal, stewardship, recognition and annual recaps of Corporate Partner program.
- Prepare regular reports on corporate programs.
- Develop and administer budgets for corporate programs.
- Work with Board Development Committee to review and implement cultivation and solicitation strategies.
- Work with Annual Fund and Events Manager on fundraising events.
- Work directly with marketing staff to implement corporate sponsorship agreements.
- Work closely with staff to ensure clear lines of communication and effective coordination.
- Maintains a positive, professional, and respectful attitude
- Performs other related duties as requested.

CORPORATE RELATIONS AND EVENTS ASSOCIATE**EDUCATION & EXPERIENCE:**

A minimum BS/BA Degree in Business, Marketing, Communications or related field.

A minimum of two years in nonprofit organization.

Highly proficient communication skills (writing and verbal) as well as various computer software skills (Microsoft Office, donor databases, etc.)

Self-motivation and discipline to regularly set and achieve work goals.

Ability to maintain a high level of poise and professionalism in all circumstances.

Excellent organizational, interpersonal and networking skills with large groups as well as individuals.

PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment.

Physical: primary functions require sufficient physical ability and mobility to work in an office setting.

- Must be able to learn and comprehend basic instructions and orientation to the job.
- Must have strong attention to detail and ability to independently problem solve frequently.
- Must be able to communicate clearly and exchange information frequently with other staff and the public.
- Must have the ability to understand the meanings of words and respond effectively and be proficient in speaking, writing and reading English.
- Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- Must be able to work frequently with computers.
- Must be able to sit frequently and stand occasionally.
- Must be able to lift an object up to 40 lbs, raising or lowering it from one level to another occasionally.
- Must be able to occasionally drive auto equipment.
- Must be able to occasionally work irregular shifts (shifts not between 8:00 a.m. and 5:00 p.m.).
- Must be able to occasionally transport an object up to 25 lbs. usually holding it in the hands or arms for 100 ft.
- Maintain body equilibrium to prevent falling when walking, standing and crouching.
- Must be able to occasionally crouch, stoop, kneel, bend, reach, and twist.

CORPORATE RELATIONS AND EVENTS ASSOCIATE

- Must be able to occasionally have hand exposure to the public and staff.
- Must be able to occasionally work in a fast paced office with frequent interruptions and meeting deadlines.

Vision: Must be able to see in the normal visual range with or without correction; occasionally doing close eye work.

Hearing: Hear in the normal audio range with or without correction.

- * KEY: Constant 67 – 100% of the time
- Frequently 34 – 66% of the time
- Occasionally 1 – 33% of the time

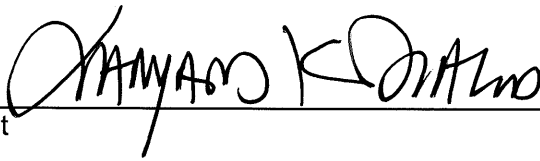
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.



President

9-13-18

Date

Supervisor

Date

Employee

Date