



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

Manager, Corporate Relations

Department: Development
Classification: Exempt
Reports to: Vice President, Resource & Business Development

JOB DESCRIPTION

Summary:

The Manager, Corporate Relations will support a dynamic team by growing corporate and events revenue, through non-grant corporate contributions and sponsorship, gifts-in-kind, corporate volunteer engagement. This is a great opportunity to creatively build a giving program from the ground up. The ideal candidate is a dynamic, energetic, results-oriented self-starter and team player with superb written, verbal and presentation skills. Must have ability to build and maintain business relationships. Comfort strategizing and growing new business is essential. This position has an annual revenue goal of \$500,000.

Essential Duties and Responsibilities:

- Portfolio Management Corporate Partners \$1,000+
- Work collaboratively with VP, Business & Resource Development to determine portfolio and annual development objectives, including a baseline revenue goal of at least \$500,000.
- Develop and execute a strategy to rapidly increase non-foundation corporate giving, providing donor-centered cultivation and stewardship opportunities, with a focus on growing new partners, and engaging LYBNTS and SYBNTS for PEC+ Affiliates.
- Develop stewardship and cultivation opportunity framework for giving levels, which includes multi-faceted corporate partner opportunities (sponsorship, recognition, monetary support, in-kind donations, networking opportunities and volunteer engagement) with personalized cultivation plans for partners giving over \$1,000.
- Work collaboratively with Communications & Design to ensure corporate partners are recognized in printed and web publications and on social media, and to develop sponsorship and corporate partner collateral and stewardship material.
- Design a stewardship plan to keep in-kind partners engaged, and present them with opportunities to grow as financial supporters of PEC throughout the year
- Work with Development Operations Specialist to ensure that all corporate donors receive acknowledgements for their monetary or in-kind giving.
- Work with the Development Operations Specialist to implement an organization-wide system process for accepting, inventorying, and acknowledging in-kind donations.
- Work with the VP of Resource and Business Development to develop trainings for staff on Corporate Donor Engagement as part of an organization-wide effort to embrace a culture of philanthropy at PEC.
- Manage Corporate Volunteers and Volunteer events.
- Work with Director of Communications to engage press and ensure public recognition opportunities for partners.



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Skills:

- Experience using NPSP Salesforce Platform, or a similar CRM
- Demonstrated ability to meet deadlines, handle and prioritize simultaneous requests, and manage outward/upward
- Creative and analytical thinker with strong problem-solving skills.
- Demonstrated ability to communicate effectively at all levels of the organization.
- Impeccable written communication skills, with a donor-centered communication style.
- Familiarity with the development cycle, the corporate budgeting process, and routine development practices.
- Comfort working independently in a telecommuting or office environment.
- Goal-oriented, strategic mindset

Preferred Education and Experience:

- Bachelor's Degree in communications, marketing, business or a related field
- 3 years of experience in sales or non-profit fundraising or comparable experience

Additional Eligibility Qualifications:

- Ability to maintain high level of confidentiality.
- May be required to work some holidays, evenings, and weekends

Work Environment:

This job operates in an office/ telecommuting environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those 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 performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

Other Duties:

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.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

Send resumes to resumedevelopment@pec-cares.org.