

Big Brothers Big Sisters Columbia Northwest
Job Description: Corporate Relations Manager



GENERAL JOB INFORMATION	
Title:	Corporate Relations Manager
Reports To (Title):	CDO (Chief Development Officer)
Job Type:	Fund Development
Department:	Development
FLSA Classification:	Exempt
Compensation Range:	\$60,000 - \$70,000 annually
Benefits:	Medical, vision and dental benefits; generous PTO; flexible schedules and a positive, collaborative work environment.
Location:	SW Portland Hybrid work options may also be available.
Work Environment:	Flexible work hours to meet customer needs. Requires frequent local travel. May be required to occasionally work night and weekends as needed.

CANDIDATE & ORGANIZATION SUMMARY
<p>Big Brothers Big Sisters Columbia Northwest (BBBSCNW) is a private non-profit social-change organization affiliated with Big Brothers Big Sisters of America (BBBSA), an organization with 118 years of service to children facing adversity. Founded locally in 2002, BBBSCNW serves youth ages 6 to 18 in the greater Portland, Oregon, region including SW Washington. We operate under the belief that inherent in every child is incredible potential. We know that our core one-to-one mentoring model changes lives and helps youth achieve their potential. Our mentoring model has been studied and improved upon for decades, and as a result, Big Brothers Big Sisters continues to be the gold standard of mentoring. In our region, our mentoring program has impacted thousands of lives.</p> <p>The Corporate Relations Manager is a key member of the team that will work with local corporations to build strong and enduring relationships for the organization and reports to the Chief Development Officer. The position is responsible for cultivating relationships, making grant and sponsorship requests, planning and leading corporate fundraising events, and stewarding donors.</p> <p>The Corporate Relations Manager will maintain an active portfolio of corporate prospects, meet and exceed an annual corporate fundraising goal, research corporate interests and create compelling proposals about the mission and programs of the agency. The Corporate Relations Manager will have experience in successfully soliciting corporate sponsorships, grants and gifts.</p>

ESSENTIAL DUTIES AND KEY RESPONSIBILITIES:

Cultivating Relationships (40%)

- Maintain an active portfolio of corporate prospects (primarily in the \$5,000 - \$25,000 range), built through research, networking and expansion of current agency relationships.
- Research and evaluate corporate and cause marketing opportunities.
- Track volunteers, Bigs, from corporate partners and integrate them into a stewardship plan that acknowledges both volunteer and the corporate for community engagement and service.
- Work with Board and Ambassador Board to further expand corporate relationships.
- Stay active in the community, ensuring visibility for BBBS CNW to corporate stakeholders.

Grant and Sponsorship Requests (40%)

- Meet and exceed an annual corporate fundraising goal of \$300,000 in 2023; develop goals for increasing corporate revenue in future years.
- Research corporate interests and create compelling proposals based on those interests.
- Steward and acknowledge corporate donors throughout the year.
- Coordinate and solicit sponsorships for the organization's primary fundraising events; seek opportunities to be the beneficiary of other events.
- Collaborate with the Development Team to ensure that corporate partners receive appropriate benefits for sponsorships.
- Track and report on fundraising goals from sponsorships and partnerships.

Plan and Lead Corporate Fundraising Events (15%)

- Organize a fundraising plan that includes a menu and calendar of corporate and community opportunities.
- Lead presentations such as Lunch and Learns, and host informational tables/booths, to cultivate and/or steward corporate partners.
- Serve as lead contact for team on co-branded or hosted agency events with corporate partners.

Other Responsibilities (5%)

- Enhance and update collateral and proposal templates in collaboration with the Development Team.
- Maintain records of donor, participant, and sponsor contact in Raiser's Edge database.
- Other duties and responsibilities may be assigned as necessary.

QUALIFICATIONS:

- Bachelors Degree required. Degree in English, Journalism, Public Affairs, Communications, Public Administration or a related field preferred.
- Minimum four to six years of experience in nonprofit fundraising preferred, with a strong track record of success in generating revenue.
- Prior history of establishing individual and corporate relationships are key.
- Experience in data analysis, research, and qualification of donors.

- Proficiency with Microsoft Office applications especially Word, Excel, Outlook, Teams and PowerPoint.
- Proficiency with pulling and analyzing key reports from development databases (Blackbaud Raiser's Edge NXT preferred). Canva is a plus.
- Must pass a background check.

PREFERRED ATTRIBUTES:

- Strong passion and belief in the mission of Big Brothers Big Sisters Columbia Northwest.
- Knowledge of the greater Portland and SW Washington corporate community.
- Knowledge of solicitation, cultivation and stewardship strategies and techniques.
- Strong writing skills and excellent presentation and public speaking skills.
- Strong initiative and solid decision-making ability.
- Attention to detail and a critical thinker.
- Able to solve problems independently.
- Exceptional written and verbal communication skills, emphasizing the ability to listen and hear others.
- Ability to work in a small team environment.
- Ability to work with board members and donors in a professional and positive way.
- Strong organizational skills and the ability to handle multiple tasks.
- Strives for excellence and continuous improvement.

COMMITMENT TO DIVERSITY:

Our goal is to be a diverse workforce that is representative of the community we serve. At Big Brothers Big Sisters Columbia Northwest (BBBS CNW), we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and colleagues without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. BBBS CNW believes that diversity, equity, and inclusion among our colleagues is **critical to our success** as a social change organization and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

INTERESTED? APPLY NOW!

Please email resume and cover letter to HR@bbbsnorthwest.org. BBBS CNW is an EEO employer. For more information about us, please visit: <https://itsbigtime.org/>. We can't wait to meet you!