

Make-A-Wish® Eastern North Carolina

Position Description

Job Title: Director of Corporate Partnerships

Department: Development

Reports To: Vice President, Development

Position Grade: Full Time

Instructions: Email resume, cover letter (stating the position you are applying for) and salary requirements to ajohnston@eastnc.wish.org

Overview of Position:

The Director of Corporate Partnerships is responsible for building long term relationships with Make-A-Wish Eastern North Carolina's corporate partners, engaging them in our mission, seeking out and establishing new relationships, and meeting/exceeding annual revenue goals.

At the direction of the Vice President of Development, the Director of Corporate Partnerships provides support for the overall fundraising strategic plan to enhance Make-A-Wish Eastern North Carolina's ability to grant wishes and engage the community.

Primary Job Duties and Responsibilities:

- Manage and enhance relationship with current national corporate sponsorship programs, as well as identify new opportunities to partner with Make-A-Wish Foundation® of America.
- Develop sponsorship recognition and benefits at various levels of engagement.
- Develop and implement revenue strategies to achieve stated goals for annually produced internal special events, including, but not limited to, securing sponsorships for the events.
- Manage and maintain an active portfolio of existing corporate donors and prospects for research, cultivation, solicitation, recognition and stewardship.
- In collaboration with the Vice President of Development, develop appropriate solicitation and briefing materials, to include personalized solicitation letters, tailored proposals, and materials to inform and educate.
- Engage corporate partners through multiple channels including workplace giving campaigns, signature fundraising events, airline miles campaigns, corporate volunteer opportunities and in-kind donations.
- Create strategic and customized sponsorships solicitation proposals.
- Develop and maintain recognition and stewardship programs for corporate partners.
- Develop a list of prospective donors by identifying corporations and foundations with capacity and propensity to give. Work with CEO, VP Development, team and Board of Directors to connect high level corporate prospects across chapter territory.
- Increase revenue from corporate partnerships and cause-related marketing programs to develop integrated and robust corporate alliances.
- Establish an annual corporate partnership program outside of events with a tailored and customized ask for each corporation.
- Create annual budgets for chapter and national corporate partnerships.
- Assist in overseeing the coordination of relationships with national partners and completion of reports to the National Office regarding national partners.
- Assist in developing and implementing the strategic fundraising plan and revenue budget.
- Ensure that the corporate donor records in Raiser's Edge database is current and maintained so that the data has a high degree of accuracy.
- Perform other duties as required.

Qualifications:

- BS/BA or comparable experience required.
- Minimum 3-5 years experience in non-profit development with an established track record of successfully soliciting corporate gifts and building long term partnerships. Knowledge of contacts in the local corporate market a plus.
- Minimum of three years of experience in managing high functioning teams, with a proven ability to inspire and motivate others.
- A superior orientation to serving donors.
- Excellent project management, customer service, interpersonal, writing and presentation skills, and attention to detail.
- Professional and polished image with a comfort in dealing with corporate executive teams, major donors, board members, volunteers, and professional consultants.
- High levels of integrity, trustworthiness, flexibility, compassion, and humor are necessary to address the practicalities of a growing non-profit, along with the creativity and persistence required to elicit new thinking and change.
- Ability to work with minimal supervision, to manage multiple priorities, and to work in a deadline driven environment.
- Proficient computer skills in Microsoft Office and Raiser's Edge database management software.
- Individual must be a "hands on" developer of programs and a "doer" who likes to set and achieve goals.
- Proven ability to work within tight timelines and limited budgets, ability to work with a diverse community, communicate with passion and relevancy to a diverse constituency, and a desire to contribute to a collaborative team-oriented, pro-active, fast-paced organization.