

Corporate Relations Manager

DEPARTMENT: Development

REPORTS TO: Director of Development

FLSA STATUS: Exempt

LOCATION: Northfield, IL

PT/FT: Full-time, 5 days/week

SUMMARY: The **Corporate Relations Manager** identifies, cultivates, and solicits corporations to generate contributions and sponsorships that meet or exceed established goals. This role establishes long-term partnerships and strengthens existing relationships with the corporate and foundation sectors, as well as other key organizations that will generate funding to ensure ongoing financial support for the organization.

DUTIES AND RESPONSIBILITIES:

- Seeks and identifies opportunities to develop and solicit prospects from corporations, corporate and private foundations, local businesses and civic and/or religious organizations to meet financial goals and to expand funding sources.
- Cultivates prospects through research, planning and individual meetings to secure support from targeted organizations.
- Develops and maintains relationships to ensure ongoing financial support.
- Conveys appropriate messages and represents North Shore Senior Center, as well as general issues on aging, to targeted organizations to encourage and facilitate interest in and support for our mission, goals and programs.
- Manages and enhances relationships with current and prospective corporate sponsors and grantors through written and personal contacts, communicating information to them about their contributions, as well as news and events about the organization to ensure a stable and secure financial future.
- Secures sponsorships and advertisements for fundraising and marketing collateral produced by North Shore Senior Center, including, but not limited to, the Annual Benefit program booklet, Lifelong Learning class catalogs, and Volunteer Appreciation.
- Works with volunteer committees and/or community groups, such as the Event Sponsorship Committee and the Men's Club, to discuss, plan and secure funding for special North Shore Senior Center events and initiatives.
- Participates in developing fundraising and marketing goals, fundraising and marketing standards and provides leadership and professional guidance to other members of the department.
- Identifies, pursues and solidifies new customer relationships to achieve sales of sponsorships and meet revenue goals.
- Creates program/campaign metrics and tracks results to support annual fundraising goals.
- Participates in the development of marketing collateral and materials to support North Shore Senior Center's brand, ensuring consistency, particularly as it affects the corporate arena.
- Works in collaboration with other Development staff members to maximize total fundraising impact to the organization.

- Helps develop the A. C. Nielsen Distinguished Community Service Award dinner.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Bachelor's Degree (BA) from four-year college or university in philanthropy, marketing, or a related field, or three to five years of related experience and/or training, or equivalent combination of education and experience.
- Certificates, licenses and registrations preferred: Certified Fund Raising Executive (CFRE)
- Computer skills required: familiarity with Raiser's Edge donor management software; Microsoft Office Suite
- Other skills required:
 - Three to five years related experience preferably in a nonprofit environment
 - Knowledge of the corporate community within the Chicagoland area.
 - Project management
 - Strong attention to detail
 - Follow and apply abstract fundraising concepts to meet current fundraising goals within budgetary constraints
 - Relationship management
 - Calm, professional demeanor under pressure or when interacting with a variety of personalities, influential and motivational communication skills with a variety of individuals inside and outside the organization
 - Adapt protocol and procedures to differing situations
 - Strong sense of urgency, commitment and a service orientation are required to meet the variety and fluctuating demands of this position
 - Ability to travel locally outside the office

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.