



JOB TITLE: Director of Corporate Relations
STATUS: Exempt, Full-Time
DEPARTMENT: Resource Development
LOCATION: Seattle
PAY RANGE: DOE
MANAGES: N/A
REPORTS TO: Chief Development Officer **Last Reviewed:** April 2019

Our Mission: Big Brothers Big Sisters of Puget Sound (BBBSPS) provides children facing adversity with strong and enduring, professionally supported 1:1 relationships that change their lives for the better, forever.

Each employee in Big Brothers Big Sisters of Puget Sound helps to extend the mission of the agency in particular ways as outlined in the position description.

JOB SUMMARY:

Big Brothers Big Sisters of Puget Sound seeks a passionate Director of Corporate Relations who will serve as a key member of the Development Team and is responsible for building important relationships with new corporate partners, as well as growing existing relationships to yield both increased financial support and organizational volunteers. The position's responsibilities include corporate relationship management, proposal creation, making major gift asks, and partnering on event management. This person plays an integral role in leading the organization to achieve our annual fundraising goals and will report to the Chief Development Officer.

AREAS OF FOCUS:

- Secure gift funding and sponsorship from current and new organizational donors
- Build mutually beneficial, enduring relationships with supporting organizations
- Oversee gift production, donor reporting and stewardship for organizational donors
- Work alongside the development team on other fundraising initiatives
- Partner with Development leadership and the Contract Events Manager on all BBBSPS fundraising events

KEY RESPONSIBILITIES:

Provide strong vision, leadership, strategic planning, direction, and evaluation, to design and meet the Agency's annual resources goals by ensuring success in:

DONOR RELATIONSHIP BUILDING:

- Developing and executing a Corporate Relations Strategy of cultivation, solicitation, and stewardship for giving, managing an existing portfolio, and building a pipeline of new corporate donors, sponsors and partners
- Establish an Annual Corporate Relations Plan that outlines agreed upon funding priorities, lists prospective funders, ask target dates, corresponding ask amounts, etc. Successfully pursue corporate support at the major gifts level
- Partner with other Development team members where their "individual donor" portfolios have corporate opportunities, so that we maximize resources to BBBSPS from all sources

- Track and oversee the management of all corporate relationships, including those connected to the board and those connected to events
- Develop or refine corporate sponsorship and partnership opportunity structures, proposals, and materials as needed, securing corporate sponsorships for events through strategic outreach efforts
- Support and advise senior leadership and board members on the cultivation, solicitation and stewardship of their corporate portfolios, or contacts, as sponsors or partners
- Collaborate with the lead volunteer recruiter on the program team to devise ways to connect corporate sponsorship and the volunteer program at BBBSPS and maximize the potential for corporate Big recruitment
- Manage design and production of collateral and support materials for corporate fundraising by working closely with the Contract Marketing Manager
- Develop and ensure delivery of corporate partnership benefits, including event-based sponsorship

EVENT LEADERSHIP:

- In conjunction with Development leadership, the Contract Event Manager and with the support of the Development & Events Coordinator, serve as an internal lead for our primary fundraising events, including The BIG Gala and the BIG Breakfast
- Represent the needs and interests of event sponsors and grant makers in decision making processes inside BBBSPS
- In conjunction with other fundraisers, the Contract Events Manager and Development & Events Coordinator, partner on post-event donor and patron acknowledgements and invoices for event participants, donors, volunteers, and related constituents
- Work with event committees, and individually, to procure in-kind contributions of goods and services to support BBBSPS events

OTHER:

- Other duties as assigned by the CDO

REQUIRED QUALIFICATIONS:

- Passion for Big Brothers Big Sisters of Puget Sound's Mission
- Excellent oral and written communication skills reflecting solid customer service in person, via telephone, text and email, including the ability to communicate the Agency's vision and goals and the impact of donations, and to make giving personally meaningful for our supporters
- The ability to learn and build relationships and networks quickly
- A sense of humor and joy at work
- Humility
- A friendly, gracious and approachable manner
- Someone who possesses a service and volunteer spirit both professionally and personally
- Creative and able to develop and drive an idea from conception to goal
- Knowledge and experience in fundraising, sales or investment activities
- Initiative and independence in carrying out responsibilities with the ability to work as a team member
- Ability to work with multiple, diverse audiences and personalities. Experience in effective cross-cultural communications, and with individuals in various industries, and stages of career and life
- Ability to work a flexible schedule as needed to support work with assigned donor portfolio and at events to include some evenings and weekends
- Ability to maintain professionalism and confidentiality in sensitive, and/or complex situations

- Bachelor's degree and five years in a leadership role, preferably with a non-profit organization; or equivalent experience
- Detail-oriented self-starter; able to prioritize and perform multiple tasks with varying levels of urgency to meet deadlines with no loss in accuracy. Excellent organizational skills with an ability to prioritize and manage multiple tasks and a variety of demands. Possesses a project plan mind-set
- Proficient in Microsoft Office suite, including Word, Excel and Outlook, plus has experience with fundraising software (particularly Raiser's Edge)
- Valid US driver's license, insurance coverage, and consistent access to a reliable mode of transportation: the job requires frequent travel for local meetings and events. Able to meet BBBS standards of insurability

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization.

PREFERRED QUALIFICATIONS:

- Strong relations in Puget Sound's philanthropic community
- Master's degree

CORE COMPETENCIES: The successful candidate will demonstrate possession of these competencies and attributes at an advanced level:

- Accountability
- Customer-focus mindset
- Growth mindset
- Adaptability
- Cultural Sensitivity
- Collaboration and Motivation

LEADERSHIP ATTRIBUTES:

- Develops/motivates others/possesses emotional intelligence
- Cultivates external relationships
- Fosters team effectiveness
- Plans and monitors
- Results driven and possesses a growth mindset

WORK ENVIRONMENT:

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

- Routine office environment
- Frequent independent travel
- Physical demands: While performing duties of job, employee is frequently required to stand; walk; sit; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus

Equal Employment Opportunity

BBBSPS is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or

sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.