



**MAKE-A-WISH® MID-ATLANTIC
POSITION DESCRIPTION**

JOB TITLE: Corporate Partnerships Manager

LOCATION: HQ/Bethesda

MANGER's TITLE: Director of Corporate and Community Partnerships

EMPLOYMENT STATUS: Regular Exempt
 Temporary Non-exempt
 Full-time
 Part-time

Date: November 18, 2014
Date Reviewed: January 17, 2017

JOB SUMMARY

The Corporate Partnerships Manager for Make-A-Wish® Mid-Atlantic reports to the Director of Corporate and Community Partnerships. In this role, the Corporate Partnerships Manager will manage and grow the grants/foundation program, manage all national corporate alliances for the chapter, maintain and grow the workplace giving campaign and secure matching gifts. Additionally, this position will support the Development team in the prospecting, cultivation, solicitation and stewardship of corporate donors as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for securing revenue through grants, foundations, workplace giving and national alliances.

Grants and Foundations:

- Track, analyze and report on foundation grant revenue performance and giving histories: Track grant reporting requirements; monitor and manage grant award processes and prepare reports as necessary.
- Write compelling and targeted grant applications to renew past support from corporate foundations.



- Research and develop new grant partnerships and upgrade current chapter relationships with local foundations.
- Work with Corporate and Community Partnerships Coordinator and/or national representative to submit applications for work place giving campaigns and grant applications by designated deadlines.
- Engage in extensive outreach and perform necessary research to develop new foundation and corporate relationships while maintaining and upgrading existing relationships.

National Alliances:

- Manage the administration, execution and relationship building of all National Alliances for the chapter.
- Responsible for tracking, managing and executing each partnership detail and deliverable for national partners per their national agreements.
- Monitor and report on national alliance revenue.
- Communicate to internal staff as necessary regarding National Partnership updates and opportunities as they arise.
- Build relationships with local representatives and grow applicable relationships to benefit the chapter even further (in-kind, auction, external events).
- Collaborate with the Program Services and Marketing and Communications teams to execute partnership agreements; i.e. schedule appropriate social media, and wish-kid assignments/parties, etc.

Work Place Giving and Matching Gifts:

- Write and submit workplace giving campaign membership applications and requests for funding.
- Serve as primary point person for the Combined Federal Campaign (CFC) and manage all CFC activities including application process, training and assigning of Wish Ambassadors for attendance at CFC events.
- Increase presence at CFC events and secure more participation.
- Manage matching gift process; track anticipated revenue across all campaigns and events, ensure matching gifts are verified through a third-party matching gifts service and work to secure gifts in a timely manner.

Prospect Research:

- Work with the Director of Corporate and Community Partnerships to design and implement a robust and targeted outreach strategy to engage local donors, corporate supporters and foundations.
- Serve as a resource to the Executive and Senior Leadership teams as well as other departments of the organization on funding programs; provide information, research, analysis, written reports and recommendations as needed.
- Identify and communicate to chapter leadership all potential opportunities and/or relationships that will increase our chapter's ability to raise funds and grant wishes.



- Help develop creative strategies for identifying and engaging prospective Corporate and Foundation donors.
- Maintain the highest level of working rapport with area funders and ensure a positive image for the Make-A-Wish Mid-Atlantic Chapter.
- Adhere to all Make-A-Wish performance standards and Make-A-Wish Mid-Atlantic internal controls, policies and procedures.
- Seek out, attend and represent the chapter at community events in the assigned area as appropriate.
- Must be an energetic professional with a track record of building donor relationships.

SUPERVISION RECEIVED AND EXERCISED

- Supervision is received from the Director of Corporate and Community Partnerships and is exercised over interns and volunteers.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION:

- Bachelor's degree in related field (nonprofit management, business, communications, hospitality, marketing, journalism, etc); post-graduate degree preferred.

EXPERIENCE:

- Five to seven years successful experience in nonprofit and/or business development fields.
- Experience in grant writing preferred.
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between prospects and the Chapter.
- Interest in all aspects of the Make-A-Wish Mid-Atlantic mission and a dedication to promoting the Chapter's fundraising priorities through developing excellent relationships with staff, volunteers, board members and donors.
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- Must have excellent interpersonal skills and a demonstrated record of completing assignments.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

- Ability to solve problems and to think strategically and tactically about opportunities to raise funds, balance competing priorities and work collaboratively with colleagues.
- Ability to research and identify new opportunities as well as successfully complete proposals and applications in a timely manner.
 - Knowledge of fundraising, how to steward donors and the courage to make the "ask".



- Knowledge of and experience with internet-based research.
- Persuasive writing, editing and presentation skills and abilities.
- Strong word processing, desktop publishing and spreadsheet experience.
- Exceptional customer service skills.
- Highly professional demeanor, ability to work successfully with a wide variety of constituents including donors, board members, volunteers and consultants.
- Good budgeting and donor/member relationship management skills.
- Strong organizational, administration, telephone and interpersonal communication skills;
- Detail and “big picture” oriented.
- High levels of integrity, trustworthiness, flexibility, compassion and humor are necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change.
- Ability to work with minimal supervision, ability to manage multiple priorities and work in a deadline driven environment.
- Proficient computer skills in Microsoft Office and Raiser’s Edge database management software preferred.

To apply, please send resume, cover letter and salary requirements to Sarah Masterson: smasterson@midatlantic.wish.org