



## JOB POSTING

<b>Job Title:</b>	Corporate & Foundation Relations Manager
<b>Department:</b>	Institutional Advancement
<b>FLSA Status:</b>	Exempt
<b>Full-time/Part-time:</b>	Full-Time
<b>Salary range:</b>	\$48,000 – 52,000 annually
<b>Date Prepared/Revised:</b>	June 2022

### JOB SUMMARY

The Corporate & Foundation Relations Manager will successfully execute a comprehensive set of initiatives to cultivate and solicit support from corporate and foundation sources in a dynamic and forward thinking Advancement department. This position is responsible for the creation and execution of an integrated, multi-faceted strategy focused on establishing long-term partnerships, strengthening existing relationships and initiating new contacts within the corporate sector. Promotes a culture of philanthropy internally and externally.

The successful candidate will work closely with members of the Advancement team, RMSC senior leadership, members from the Board of Trustees, volunteers, and local community leaders on funding priorities and activation of sponsorships.

The Corporate & Foundation Relations Manager will provide the expertise to advance the RMSC's interests by researching and identifying sources of support, by proactively seeking opportunities to generate new proposals based on corporate and foundation guidelines and interests, and by maintaining strong communication ties with corporate and foundation donors and prospects.

*Work schedule will require weekends, evenings, and extended hours as needed to meet the needs of the position. This includes meetings with donors, attending social, professional and community events, attending committee meetings and other activities. Management retains the right to alter work schedules accordingly.*

### RMSC CORE VALUES

- Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as primary relationship manager for a portfolio of current and prospective corporate and foundation donors. This includes facilitating relationships between donors and executive and other RMSC team members as appropriate.
- Develop, manage and implement solicitation strategies for new and existing corporate sponsorships including proposals and negotiation of sponsorship agreements
- Develop new and manage the enhancement of existing corporate and foundation relationships
- Responsible/accountable for managing the RMSC corporate and foundation revenue and for approximately \$500,000 in revenues
- Identify corporate prospects and conduct research to determine interest and giving potential.
- Place cold calls as necessary and/or engage Trustees and volunteers in introducing the RMSC to potential corporate representatives.

- Arrange, conduct and coordinate cultivation, stewardship and recognition activities such as on-site signage, recognition in marketing materials and publications, and on-site visits for corporate sponsors and donors.
- Work with RMSC team members, volunteers and Trustees on the corporate sponsorship aspects of fundraising events including the development and implementation of corporate sponsorship levels and benefits and solicitation of corporate sponsors. Work with RMSC marketing team members and other departments to implement corporate sponsorship agreements
- Prepare mid-term and final reports for corporate and foundation donors
- Develop, manage and implement cultivation and solicitation strategies for corporate Capital Campaign donations
- Oversee accuracy of donor tracking systems and database for corporate constituents, while maintaining confidentiality of donor information
- Regularly attend networking events throughout the community
- Other duties as assigned

## **COMPETENCIES**

### **Informational/Technical:**

Appropriate use of radios, internet, intranet, email, paging system, payroll system, phone system, and computer systems. Working knowledge of Altru or other donor database solutions and wealth screening tools is essential.

### **Communication:**

Ability to communicate effectively, politely, professionally, and comfortably with all guests and staff. Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings. Extremely high proficiency for clear and informative written communication. Ability to read complex written information and also to be able to interpret data from multiple sources.

### **Decision Making and Reasoning Ability:**

Must be dependable, organized, and able to adapt to changing demands and environments; the ability to apply common sense and understanding to carry out instructions delivered in written or verbal form. Ability to maintain confidentiality.

### **Time Management:**

Ability to set priorities and to meet established deadlines without direct supervision. Ability to effectively transition between multiple duties. Ability to take initiative and identify projects in need of completion.

## **QUALIFICATIONS**

A Bachelor's Degree or equivalent and 2-5 years of progressively responsible fundraising, business development and/or sales experience or an equivalent combination of education and experience. Preference will be given to candidates with successful corporate and/or foundation experience. Knowledge of Google and Microsoft Suites required. Familiarity with CRM solutions preferred; Altru knowledge is a plus.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to support individuals with disabilities.

Must be able to see, hear, speak, and type. Must be able to sit or stand for extended periods of time and occasionally lift up to 20 lbs.

## **WORK ENVIRONMENT**

While performing the duties of this job, the noise level in the work environment is usually quiet. Ability to travel locally for business meetings/functions including occasional overnight travel as job requires.

Please submit your resume & cover letter to: Sue MacDonald, Director of Human Resources at [smacdonald@rmsc.org](mailto:smacdonald@rmsc.org)

**Deadline to apply: July 12, 2022**

**Due to the high volume of resumes we receive, no phone calls please.**

This job posting reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.