



## **Corporate and Community Relationships Manager**

### **Job Description**

**ABOUT CASA DE ESPERANZA:** Casa de Esperanza de los Niños strives to break the cycle of child abuse and neglect for at-risk infants, children, and their families by providing comprehensive residential and family support programs that transform people and communities. Casa de Esperanza has provided quality residential, medical, and psychological care for infants and young children in crisis due to abuse, neglect or the effects of HIV/AIDS without charge since 1982.

**POSITION SUMMARY:** The Corporate and Community Relationships Manager is a mid-level development professional who is responsible for engaging corporate and community organization in the work of Casa de Esperanza through volunteerism, financial support, and in-kind donations. In addition, the role ensures the successful completion of internal fundraising events and external/third-party events and manages the organization's Young Professionals Group. The Corporate and Community Relationships Manager is an integral part of the Development Team, contributing to strategic planning and plan execution, and reports directly to the Chief Development Officer. This is a fundraising position that also works closely with both the Neighborhood Program Team and Casework Team to determine volunteer needs, coordinate, supervise and evaluate volunteer events, and to determine the material (in-kind) needs of both programs. Serves as a liaison between the Development Team and neighborhood. The Corporate and Community Relationships Manager must be able to work evenings and weekends as needed.

**CLASSIFICATION:** Full-Time/Non-Exempt (Salaried)

**EDUCATION:** Bachelor's degree

**EXPERIENCE:** Three to five years' experience in non-profit Development, Volunteer Management and/or Community Relations.

**REMOTE ELIGIBLE:** This position is eligible for remote work two days per week

**MINIMUM QUALIFICATIONS:**

- Completed Application and References
- Cleared Background Check
- Clear Pre-Employment Drug Screen

- TB Screening
- Intermittent weekend and evening time commitments are required

### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Strong organizational and event planning skills
- Skill in generating revenue from events; analyzing event success/failure; and using data for future event planning
- Able to recruit new corporate and community partnerships and excite them about opportunities to be involved with Casa de Esperanza and move them through the donor lifecycle.
- Excellent interpersonal skills; ability to establish good relationships with organization supporters. Ability to work well with a diverse group of staff and volunteers
- Organization, attention to detail, time management, and ability to handle multiple priorities
- Self-motivation and discipline
- Ability to work both independently and collaboratively as a dependable team member
- Ability to represent the organization with enthusiasm
- Flexibility, resourcefulness, and the ability to adapt to change
- Proficiency with Microsoft Office, Event Management Software, and Donor Management Databases preferred.

### **ROLES AND RESPONSIBILITIES:**

#### 1. SPECIAL EVENTS: \_

- Ensures that each volunteer, donor, sponsor, etc. is properly thanked for their contribution in a timely manner
- Stewards event donors and attendees between events
- Works closely with the Events contractor to:
  - Identify and recruit event committee members, run committee meetings, and move event planning forward
  - Solicit auction and raffle items
  - Coordinate team recruitment and ticket sales for annual Chili Cook-Off
- In collaboration with Team and committees, takes the lead to secure sponsors and underwriting opportunities. Cultivates, solicits, and stewards individual and corporate/community sponsors and underwriters
- Recruits volunteers for special events
- Serves as liaison for and ensures success of external/third party events
  - Seeks out opportunities for 3<sup>rd</sup> party fundraising, awareness events, and speaking opportunities
  - Responds to inquiries regarding 3<sup>rd</sup> Party events and oversees application process
  - Ensures events have the Casa de Esperanza staff and/or resources needed
  - Represents Casa de Esperanza at outside events and speaking engagements in a professional manner
  - Coordinates speaker's bureau

## 2. EXTERNAL GROUP VOLUNTEER EVENTS

- Schedules group volunteer activities. Assists with the preparation and delivery of a monthly schedule of volunteer activities and provides scheduling updates to caregivers as needed.
- Attends volunteer events in the Neighborhood Program, greets and engages with volunteers, provides information about Casa de Esperanza, helps with set-up and clean-up, and ensures the event runs smoothly
- Maintains group volunteer records and tracks hours
- Works with Facilities Manager and Neighborhood Team to identify additional group volunteer needs
- Takes pictures during volunteer events and provides information about events for use in newsletters, social media, and other Casa de Esperanza communications
- Thanks volunteer groups and provides follow-up information as needed. Works with Development Team to identify grant, sponsorship, and fundraising opportunities within groups.

## 3. INTERNAL EVENTS AND IN-KIND DONATIONS

- Coordinates the in-kind donation program including Basic Needs Drives.
- Coordinates the Back-to-School program including collaborating with case managers to determine needs, soliciting donations and volunteer assistance to ensure backpacks are prepared for each child, and working with the Aftercare team to plan and staff the distribution event.
- Coordinates all aspects of the holiday giving program including soliciting donors, collecting children's wishes, scheduling deliveries, and ensuring that each child receives appropriate gifts.
- Works with Casework, Aftercare, and Neighborhood Teams to identify needs and coordinate distribution of items to clients
- Maintains Amazon Wish List
- Ensures donors are thanked in a timely manner and donations are recorded in Raiser's Edge
- Coordinates meal donations from individuals or groups and pick up such donations when needed
- Manages Young Professional Program and participates in all activities related to the program.

## 4. OTHER RESPONSIBILITIES

- Performs other duties as assigned.

**REPORTS TO:** Chief Development Officer

### **PHYSICAL REQUIREMENTS:**

The position entails exerting up to 10 lbs. of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. The employee must occasionally lift/move up to 40 pounds including lifting donations and items for fundraising events. The position involves sitting most of the time but may involve walking or standing for brief periods

of time, bending, twisting, and/or climbing stairs. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The employee must use oral communication with donors and team members and auditory skills to respond. The employee must create communications on paper and electronically.

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 may be made to enable individuals with disabilities to perform the essential functions.

Please sent resume via email to [dtalmadge@casahope.org](mailto:dtalmadge@casahope.org)