

# A WIDER CIRCLE

## Current Job Opportunities

### Corporate Partnerships Manager

Salary range: 60K-70K

#### Job Summary

The Corporate Partnerships Manager is responsible for building and growing a portfolio of corporate partnership prospects and supporters with a focus on maintaining and growing A Wider Circle's giving portfolio. The Corporate Partnerships Manager will structure and solicit corporate gifts and sponsorships through a diversified outreach strategy which will include identification, relationship building, solicitation, and stewardship in an overall effort to connect ever more corporate partners to the mission, values, and priorities of A Wider Circle in concert with the organization's community engagement goals. This position will report to the Development Director and is based in Silver Spring, MD.

#### Essential Responsibilities

The Corporate Partnerships Manager will be expected to undertake the following responsibilities and duties:

- Serve as a critical member of the Development Team responsible for contributing to an annual goal from institutional giving by actively managing and engaging a high-value portfolio of corporate donors and prospects with capacity to engage in a meaningful way.
- In collaboration with the Development Director, establish set guidelines and metrics for annual goals
- Manage the identification, research, and moves management of a pipeline of corporate sponsor prospects and donors.
- Develop and manage stewardship plans for major corporate sponsors.
- With the support of the Development Director, create and manage A Wider Circle's corporate partnership program, including giving levels and associated benefits.
- Work with communications staff to ensure related external communications materials are within organizational brand standards.
- Engage prospective corporate donors with A Wider Circle's mission and vision for the future, staying current on programmatic needs and priorities.

- Work closely with the Development Director and the Director of Grants and Contracts to create proposals, materials, and other donor-centric correspondence in order to drive all prospect-based engagement within the corporate sponsorship portfolio.
- Support the Volunteer Team in engaging corporate volunteers, including but not limited to participating in volunteer shifts, representing A Wider Circle at outreach events, and in conducting follow up.
- Track corporate-based aspects of the annual Neighbor to Neighbor Night, in close coordination with the event leads, to include soliciting event sponsorships, assigning corporate prospects to additional portfolios, and some related event logistics, i.e. corporate advertisement, signage, and seating.
- Maintain up-to-date and accurate records within the donor database.

**The ideal candidate for this position of Corporate Partnerships Manager will have:**

- A demonstrated ability to successfully engage and manage corporate partners resulting in increased giving.
- A community-centric approach to fundraising; the ability to understand the interests of corporate prospects and donors and how to connect them to A Wider Circle's priorities while developing deep and long-lasting relationships.
- Excellent communication skills and the ability to interface effectively both externally and internally through superior interpersonal skills.
- The ability to thrive in a collaborative, team-oriented environment as well as possess the self-motivation necessary to work independently.
- Passion and interest in the mission of A Wider Circle and dedication to promoting organizational priorities.

**Preferred Education and Qualifications**

- Minimum of 2-3 years in development or a related field required, with specific expertise in corporate relations preferred.
- Experience with philanthropic communities and interests in the greater Washington, DC region appreciated.
- Expertise in corporate-funding models and approaches at all stages of the gift cycle.
- Ability to work with volunteers in a professional and collaborative manner.
- The ability to deliver persuasive presentations, address questions and concerns effectively.
- Familiarity with Google Organization & Productivity Tools (Gmail, Google Docs, Calendar) and/or ability to learn new technology systems
- Knowledge of CRM's a plus.

**Supervisory Responsibilities**

No

**Additional eligibility requirements:**

Work authorization/security clearance requirements

- Must be authorized to work in the United States

**Work environment**

Will work in an office setting.

**Physical demands**

Prolonged periods of sitting and talking on the phone.

**Other duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Travel required**

Yes-DMV Area

**Affirmative Action/EEO Statement**

A Wider Circle is committed to having a diverse team and ensuring that all qualified applicants will receive consideration without regard to race, color, gender (including gender identity or expression), religion, national origin, sexual orientation, disability, age, veteran status, or other non-merit factors. We are proud to be an equal opportunity employer.

**Please apply at:**<https://awidercircle.isolvedhire.com/jobs/1246105>