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**Position Title:** Corporate Relations Manager

**Department:** Resource Development | **Reports to:** Director of Community Engagement

**Classification:** Full-time exempt | **Level:** Manager (T)

**Base Pay:** \$59,925-84,600 / Year

#### **Position Overview –**

The Central Texas Food Bank is working hard to close the hunger gap and we want you to join us! We are looking for a **Corporate Relations Manager** in our Community Engagement department. This role reports to the Community Engagement Director on the Resource Development team, which is led by the Chief Development Officer. The primary responsibilities are (1) to develop and manage a system of corporate moves management to be used across the Resource Development team, (2) to help assign corporate portfolio members and create strategies for the CEO, Chief Development Officer, Community Engagement Director, Development Operations Director and other key fundraising staff, and (3) to qualify and maintain a personal portfolio of corporate donors for stewardship and solicitation.

#### **Relationships –**

Internally, this role interacts frequently with members of the Resource Development and Communications teams, as well as various other departments on a regular basis. Externally, this role interacts with and oversees the customer service of a high volume of companies who are interested in, or partner with the Central Texas Food Bank.

#### **Your Qualifications –**

- Bachelor's degree or in lieu of degree, 10+ years of relevant experience
- A minimum of 3 years of experience in nonprofit fundraising, working to secure donations from corporations.
- You are an outstanding written and oral communicator with above average interpersonal skills.
- You are able to take any Food Bank fact and turn it into a creative stewardship piece that conveys a donor's impact in a timely and compelling way.
- Discretion and diplomacy in dealing with the philanthropic sector.
- Strong organizational skills, attention to detail and ability to manage multiple deadlines and projects while planning strategically for future efforts.
- You can work independently with minimal supervision, and adhere to deadlines in a high-energy, fast-paced environment.
- You show a desire to go the extra mile to make the Food Bank corporate relations program a success.
- Belief in CTFB's mission, vision, values and culture
- You display a willingness and desire to work with people from diverse ethnic, socioeconomic and religious backgrounds.
- You display a commitment to service above all else.

#### **Your Responsibilities**

- Develop and manage a system that ensures key fundraising staff move new and existing corporate partners through a gift solicitation and stewardship cycle.
- Help assign portfolio members to the CEO, Chief Development Officer, Community Engagement Director and other key fundraising staff.
- Help develop and track individual goals for each corporate partner in a portfolio or pipeline based on the donor's history of giving and knowledge of the company's capacity and interests.

- Qualify a personal portfolio of corporate donors for stewardship and solicitation.
- Conduct research on regional companies and solicit new corporate partners via outreach
- Work closely with the Volunteer Engagement and Events & Partnerships teams to identify corporate fundraising prospects and develop engagement strategies to deepen relationships and solicit financial gifts.
- Work with the Development Operations team to manage corporate donor data and produce reports that inform corporate relations strategy.
- Work with the Communications team to create compelling collateral to steward corporate contributions and support the solicitation of gifts and sponsorships.
- Manage and evaluate workplace giving and corporate matching strategy.
- Assist in the production of donor cultivation events and fundraise for capital campaigns, as needed.

### **Working Conditions**

- **Hours of Operation:** Core business hours for this position are Monday through Friday, 8 am to 5 pm. Work-life balance is a core value of the team and when irregular hours are required, flex time is encouraged to keep the total number of work hours per week at 40, provided work objectives are met.
- **Environment:** This position can require sitting or standing for long periods of time, using computers, laptops and other technology. This position also occasionally works outside in various weather conditions such as extreme heat, cold or rain and occasionally works around machines with moving parts and moving objects. This position works closely with others and works alone.
- **Travel:** CTFB serves 21 counties in central Texas and often requires same-day travel between counties, using a personal vehicle, CTFB passenger fleet and possibly occasional out of town travel for meetings, special events or meeting for some positions.

### **Comprehensive Benefits**

We are committed to service, above all else, in our community and for our team members. With our commitment to the health and wellness of our team members, we provide a full benefits package to include the following:

- Medical, dental, and vision plans,
- company paid short and long term disability insurance plus employee life insurance,
- 403b retirement plan plus up to 5% matching contribution after one year of service,
- telemedicine for physical and mental health,
- employee assistance program,
- paid time off including paid holidays,
- outdoor seating area with a garden view, and an
- on-site gym with a shower.

In addition, Central Texas Food Bank is designated a Texas Mother-Friendly Workplace AND a Best Place for Working Parents. Grow your career, build your network and develop your talents while enjoying the flexibility of a family-friendly environment.