

Apply at: <https://caritasofaustin.org/who-we-are/careers/>

Job Title:	Corporate Partner Coordinator
Department:	Development
Salary Range:	\$40,000 - \$50,000
Reports To:	Major Gifts Officer
FLSA Status:	Non-Exempt

Caritas of Austin Values

Respect

We believe in the inherent dignity of all people, and we celebrate every person’s uniqueness and contributions to our work.

Equity

We are committed to fairness and impartiality in the way we provide services and opportunities for service.

Commitment

We are resolute in our mission to build wellbeing and end homelessness for the people we serve.

Excellence

We have high standards for every aspect of our work, continuously raising the bar to provide the best experience and outcomes for everyone we serve.

Innovation

We are leaders in meeting the most pressing needs of the Austin community, continually learning and improving to affect positive change.

Position Summary

The dynamic, organized, and creative professional fundraiser who holds this position is responsible for Caritas of Austin’s implementation and oversight of the Corporate Partnership program, raising 1.179m in 2021, approx.. 12% of annual budget.

This position plays an integral role within the Development department and will work closely with all team members. This full-time position requires someone who is a self-starter, has excellent time management skills, strong written and verbal communication, and the ability to manage multiple projects at once.

The Corporate Partner Coordinator will interact with a range of external constituents and stakeholders including corporate partners, event sponsors, external vendors, community supporters, volunteers and various committees. This position must be able to provide excellent donor service and stewardship to all external constituents in a timely and professional manner.

The ideal candidate is someone who is interested in expanding their professional fundraising career, is goal oriented, attention to detail, takes initiative on all projects, is a strong

communicator, and seeks an opportunity to manage a wide range of fundraising projects within a development department.

Essential Duties & Responsibilities

Corporate Partnerships

- Serve as primary contact for all corporate donors across various Caritas of Austin events and giving platforms.
- Achieve annual corporate giving goals by building relationships with corporate donors and prospects to strengthen their relationship with Caritas and manage their progression through the moves management cycle.
- Develop an annual Corporate Partners strategy and stewardship plan to reach budget goals including creating individual strategies for each corporate partner and prospect to cultivate and solicit donations/ partnerships.
- Coordinate opportunities for Corporate Partners to support Caritas through cause-related fundraising initiatives, employee engagement, and other efforts.
- Collaborate with the Employment and Volunteer departments to identify corporations with already established Caritas relationships who could become Corporate Partners.
- Through research and networking, prospect and approach Corporations and Businesses at the local and national level to become long-term partners for Caritas, particularly in the areas of high tech, real estate, and venture capital. Research and keep abreast of new corporations moving into Austin and proactively approach them to be corporate partners with Caritas. Create annual plan for approaching new prospects.
- Design a Corporate Benefits Plan for all corporate Partners to include employment engagement opportunities, program support, brand recognition, event sponsorship, and volunteer leadership.
- Other duties as assigned.

Community Events

- Proactively seek new community engagement and fundraising opportunities in the greater Austin area that relate to donor and volunteer cultivation.
- Screen all potential events to ensure they align with Caritas' mission and values.
- Grow community use of Caritas of Austin facilities for special events as an income generator.
- Provide stakeholders with appropriate marketing and branding material along with the creation of individual fundraising pages as need.
- Create and implement a cultivation and engagement strategy for all community partners.
- Manage Peerspace rentals for Caritas of Austin Downtown campus and North Campus.
- Other duties as assigned.

DONOR STEWARDSHIP

- Develop strong personal relationships with new and long-time corporate business partners.
- Formulate stewardship strategies for each partner that are creative, timely, and that energize partners.
- Work with Caritas volunteer programs to incorporate many corporate staffs in order to expose, educate and build loyalty to Caritas for the long-term.
- Ensure key individuals within corporate partners consistently receive newsletters, collateral, annual reports, event invitations, etc.
- Identify leaders of in corporate partners to serve on committees, CAB and help identify possible Board level volunteers.
- Create and maintain excellent records in Raiser'sEdge of all interactions with corporations, including: key leaders and employees current and past, giving amounts, past strategies and effectiveness of those strategies, all participants in corporate volunteer activities, general health of the corporation or business.

Qualifications

Education

- Bachelor's degree required, preferably in Non-Profit Management, Business, Marketing, Communications, Social Work, or related field.

Experience

- Minimum two years' experience working in the nonprofit field or in sales preferred.

Skills

- Ability to ask for monetary donations.
- Ability to manage multiple tasks and priorities simultaneously in a fast-paced environment.
- Ability to strategically prioritize projects and responsibilities.
- Collaborates well with internal and external stakeholders.
- Very strong social skills, ability to engage successful business leaders in the problems and solutions of homelessness in Austin.
- Ability to pique interest from corporate employees and feed their desire to "give back" in meaningful ways.
- Excellent organizational/project management skills with a particular focus on managing details and meeting deadlines.
- Demonstrates initiative and follow through on assignments; self-motivated and goal oriented.
- Professional written and verbal communication skills, outstanding customer service skills.
- Ability to work independently on projects with minimal supervision.
- Very strong attention to detail.
- Strong interpersonal skills and confidence speaking with diverse populations and representing agency in the community.
- Ability to maintain confidentiality of all internal donor and client information.
- Ability to creatively problem solve.
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes and languages.
- Passion for Caritas of Austin's mission.

Competencies

- **Job Knowledge/Technical Knowledge:** Demonstrates a sound working knowledge of current role and the technical systems, applications and equipment used in performing this role, and understands the impact this role has on other business functions within the organization.
- **Communication:** The ability to write and speak effectively using appropriate convention based on the situation; actively listens to others, asks questions to verify understanding, and uses tact and consideration when delivering feedback to others.
- **Organization:** Uses time efficiently by prioritizing and planning work activities.
- **Integrity and Respect:** Demonstrates upmost level of integrity in all instances, and shows respect towards others and towards company principles.
- **Judgment:** Demonstrates ability to make independent and sound decisions in all situations.
- **Teamwork:** Shares key information with others involved in a project or effort, works in harmony to accomplish objectives, responds with enthusiasm to directives, and shows support for departmental and organizational decisions.
- **Quality:** Sets high standards and measures of excellence to ensure quality assurance in every aspect of work performed.
- **Accountability:** Takes personal responsibility and ownership for adhering to all company policies and procedures while also completing work timely and in accordance with performance expectations.
- **Customer Service:** The ability to demonstrate a series of activities designed to enhance the level of customer satisfaction.
- **Interpersonal Communication:** Writes and speaks effectively based on the psychological, relational, situation, environmental and cultural dynamics within the situation.
- **Manages Change:** Demonstrates effectiveness and flexibility with changing environments, responsibilities, tasks, and people.
- **Attention to Detail:** Follows detailed procedures to ensure accuracy in the entry and reporting of data.
- **Problem Solving:** Identifies and resolves issues timely by gathering and analyzing information skillfully.

Physical Demands

- Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow or slippery surface.
- Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner
- Uses personal computer approximately 6-7 hours per day
- Uses telephone and email to communicate with clients and other professionals, approximately 2-4 hours per day.

- Sits approximately 6-7 hours per day.
- Exerting up to 20 pounds of force occasionally to lift, carry, pull, or otherwise move objects
- Bending, stooping and reaching several times through a shift.
- Must be able to see clearly with or without corrected vision.
- Ability to drive to and from client locations, this may involve sitting for extended periods of time.
- Manual dexterity sufficient to reach/handle items and work with the fingers
- Close vision (clear vision at 20 inches or less); distance vision (clear vision at 20 feet or more); color vision (ability to identify and distinguish colors) Work Environment
- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation
- Moderate noise (examples: business office with computers and printers) Work Hours/Schedule
- Regular – Normal work hours and days assigned based on a work week of 40 hours.
- Some events may be in the evening or on weekends. The annual Thundercloud Subs Turkey Trot is on Thanksgiving Day and this position will be required to work this day.

Work Environment

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- Moderate noise (examples: business office with computers and printers).

Work Hours/Schedule

- Regular – Normal work hours and days assigned based on a work week of 40 hours.

Acknowledgement

I have read this job description, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I also understand that my job description is subject to change and that this description does not preclude my supervisor's authority to add or change duties or responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

Employee's Signature Date

Employee's Name (please print)

Supervisor's Signature Date

Job Description



Supervisor's Name (please print)