

POSITION DESCRIPTION

Position Title: Director of Corporate Relations
Division: Development
Reports to: VP of Development
Status: Exempt

General Summary:

Orchestrates AlzOC's corporate outreach and cultivation program. Responsible for leading the efforts to achieve the strategic priorities of expanding corporate relationships to enhance revenue, awareness and engagement. The Director of Corporate Relations will coordinate all staff sales efforts, identify funding sources that match organizational priorities, build and maintain productive relationships to foster sponsorships and underwriting for special events and key program / educational priorities.

Essential Job Functions:

- Build corporate partnerships to enhance agency income and volunteer base
- Coordinate cultivation/ stewardship activities for corporate donor and prospects with staff sales team.
- Ensure the attainment of budgeted revenues from workplace development, establishing plans, goals, and timelines. Plan, develop and implement a strategy for raising long term, sustainable income from the corporate sector and ensure the positive management of all corporate partnerships
- Build innovative partnerships with companies to raise funds through donations, employee giving programs, cause-related marketing partnerships and sponsorship.
- Conduct personal visits to corporate donors and prospects
- Ensure timely and effective corporate fulfillment and donor recognition including acknowledgments
- Create, provide and facilitate presentations to corporate supporters.
- Maintain accurate and current records on existing and prospective corporate, including timely and thorough entry of information in donor database, moves list and sponsorship tracking spreadsheets.
- Represent AOC at public events, conferences, workshops, meetings and media events, assisting as needed with preparation and execution.
- Adhere to policies and procedures for Development activities.
- Oversee and organize third party events

Minimum Requirements:

- Degree in business administration, communications, marketing or related field or equivalent experience

- Three years of experience of fundraising and/or sales and marketing with project responsibility and with a proven record of achieving and surpassing fundraising/sales targets
- Drive, energy, commitment to deliver on demanding targets
- Experienced creating and giving presentations at one to one and group level
- Excellent verbal and written communication skills
- Experience of networking at a senior level, with client management experience
- Proactive, flexible approach with a professional attitude
- Energetic, enthusiastic leader who is innovative and able to function in a highly collaborative team environment
- Ability to represent AOC in a professional manner
- Proficient in the use of a personal computer and Microsoft Office applications
- Ability to travel as needed to perform job duties
- Ability to work evenings and weekend

To apply: All applicants MUST submit a cover letter and resume to be considered for this position. Please email required documents to alzoc.hr@gmail.com.