

## **Foundations and Corporate Relations Manager Job Posting**

**The Foundation and Corporate Relations Manager at HOPE Atlanta** is a newly created position and will play a critical role in supporting the efforts of a growing Development team at Georgia's oldest nonprofit organization dedicated to fighting homelessness. In 2021, Action Ministries joined HOPE Atlanta and our programming now includes hunger relief.

The Foundation and Corporate Relations Manager is responsible for the creation and management of a well-coordinated, strategic development plan to cultivate and solicit support from institutional funders. The ideal candidate is an effective relationship builder and strategic thinker who will build a robust portfolio of private foundation and corporate partners in support of HOPE Atlanta's mission. This individual must be able to work both independently and collaboratively and be highly effective as an external representative of the organization. We are looking for an experienced development professional who has a creative spirit and demonstrates a high-level of initiative.

**Duties and Responsibilities include, but are not limited to the following:**

### **Foundation Relations**

- Create annual plan to secure private and corporate foundation grants, including renewals and upgrades
- Develop and manage a calendar of deadlines for proposals, reports, and other communication with current and prospective foundation funders
- Write and prepare grant proposals, letters of inquiry, reports, and other correspondence as required by corporate and private foundations. Ensure adherence to all submission and reporting deadlines as well as deliverables in grant agreements
- Work closely with the CDO and CEO to identify strategic cultivation and stewardship activities, including setting up in-person meetings, phone calls, etc
- Conduct prospect research to identify new grant funding opportunities and contact funding prospects to determine priorities, guidelines, eligibility and requirements

### **Corporate Giving**

- Oversee Corporate Giving program including, development of a revenue plan and solicitation and stewardship strategies to secure renewal, upgrades and new corporate support
- Develop communication and engagement strategies to grow partnerships, including working with our community engagement and programs staff on corporate volunteer opportunities, including providing onsite support and leadership at corporate volunteer events
- Lead solicitation and strategy of corporate sponsorships for signature fundraising event(s)
- Represent HOPE Atlanta at public speaking engagements

### **Development Operations**

- Work collaboratively with Development operations to maintain and update corporate and foundation records in CRM
- Report weekly on fundraising activities and progress against monthly and quarterly goals
- Provide a quarterly fundraising review, including outlook and opportunities of our Foundation and Corporate strategy and trends across the greater sector

**Qualifications:**

- Bachelor's degree required
- A minimum of 5 years of experience working with foundation and corporate partners in a nonprofit setting
- Experience with grant writing, donor cultivation, stewardship and solicitation
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, etc).
- Proficiency using CRM systems, Salesforce experience a plus
- Valid Driver's License, reliable vehicle, and ability to drive within a multi-county service area.

**Skills and Abilities:**

- Demonstrated ability to understand and articulate organizational values/goals and programs and work collaboratively with staff, external partners/donors and volunteers
- Demonstrated ability to achieve goals
- Excellent written and persuasion skills
- Demonstrated ability to think strategically and take initiative
- Proven competency with data mining, data analysis and donor research utilizing proprietary software
- Possess a high degree of skill in organizational leadership, administrative, writing and verbal communications
- A commitment to delivery of "world class" customer service both internally and externally is essential

**Physical Demands and Working Conditions**

- 70% of work is performed in a work/home office environment.
- Travel (30%): Capacity to travel throughout greater Atlanta for meetings, events and service projects with occasional outdoor, direct-to-client program or warehouse support.