

## **Director of Corporate Relations Manager Job Posting**

**The Director of Corporate Relations at HOPE Atlanta** 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 Director of Corporate Relations is a full-time position responsible for managing and growing a portfolio of active and prospective corporate donors. The ideal candidate is an effective relationship builder and strategic thinker who will strengthen and build connections with corporate partners to raise support for 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:**

#### **Fundraising:**

- Develop revenue plan and stewardship strategies for corporate partners and work collaboratively with the Foundation and Corporate Grants Manager to complete application requirements for corporations with a foundation
- Maintain active corporate donors and prospects portfolio to solicit four- to six- figure gifts in support of HOPE Atlanta's mission
- Work closely with the Chief Development Officer and CEO to identify strategic cultivation and stewardship activities, including setting up in-person meetings, phone calls, etc. Identify opportunities for Board involvement when appropriate.
- Cultivate personal relationships through monthly calls or contact with corporate donors. Provide other communication as needed/appropriate.
- Leverage relationships and corporate volunteer events to secure corporate sponsors for all signature events
- Work collaboratively with the Marketing team to develop recognition and engagement strategies to build and maintain corporate community partnerships, including the maintenance of all current partnerships.
- Work closely with volunteer and programs staff to recruit and steward corporate partners for volunteer opportunities across programs. Provide onsite support/stewardship at corporate program sites and ensure we are delivering a world-class experience.

#### **Development Operations**

- Work collaboratively with Development operations to maintain and update corporate 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
- Demonstrated experience cultivating, soliciting and securing gifts

- A minimum of 5 years of experience with donor cultivation, stewardship and solicitation in a nonprofit or sales setting
- 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; hybrid / flexible work with headquarters blocks from Ponce City Market
- Travel (30%): Capacity to travel throughout greater Atlanta for meetings, events and service projects