

Position: Director of Corporate Relations

Reports to:

FLSA Status: Exempt

Full or Part-time: Full – Time, Hybrid

Summary

The Director of Corporate Relations at HOPE Atlanta plays a critical role in supporting the efforts of a growing Development team at Georgia's oldest nonprofit organization dedicated to ending homelessness. HOPE Atlanta has just completed a bold new five-year strategic plan that is both exciting and transformative on how our organization will lean in to help empower and equip our clients to achieve self-sufficiency.

The Director of Corporate Relations is a full-time hybrid 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 and passion for this work.

Primary Responsibilities

- Work as directed to support the HOPE Atlanta organization and team members
- · Develop revenue plan and stewardship strategies for corporate partners.
- · Work collaboratively with the Director of Grants to complete application requirements for Corporate Foundations.
- · Work an active portfolio of current and prospective corporations to solicit four- to six-figure gifts for programmatic funding and event sponsorship in support of HOPE Atlanta's mission and stewarding throughout the year.
- · 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. and identify opportunities for Board involvement when appropriate.
- · Work with the Chief Development Officer to develop new funding opportunities through events, industry challenges and/or other earned revenue models.
- · Leverage relationships and corporate volunteer engagement to secure corporate funding.

- · 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 the Director of Engagement 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.
- · Work with board and corporate partners to further develop and grow our Young Professionals Board by encouraging fundraising, advocacy, and volunteerism with their companies.
- · Represent HOPE Atlanta at company lunch and learns and/or third-party events where HOPE Atlanta is the beneficiary.

Development Operations

- Work collaboratively with Development operations to maintain and update corporate records in Salesforce
- Report weekly on fundraising activities and progress against monthly and quarterly goals

Knowledge, 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

Qualifications / Education

- 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.

Employee Signature: _____

Date: _____

