

## Job Description

### Corporate Relations Manager

#### About the Role:

The Corporate Relations Manager is responsible for identifying, developing, securing and managing strategic relationships with corporate funders. The candidate must be able to facilitate integrated corporate engagement, to support securing corporate donations, to help establish corporate Hunger Walk/Run teams, to monitor and communicate to Development Department and overall organization processes that identify and cultivate corporate donors, and to research corporate donor prospects.

#### What You'll Do:

##### Fundraising & Developing Strategic Corporate Partnerships

- Secure new and renewed funding through the direct solicitation of corporations and businesses within a dedicated and evolving portfolio of current donors and prospects to help meet annual corporate fiscal goals of \$1.5 Million - \$4 Million in corporate revenue
- Recruit new and current sponsors \$5,000 and higher
- Assist with inter-departmental corporate relationship management and stewardship
- Manage employee giving relationships
- Assist in sponsorship procurement with Director and Senior Manager for the Food Bank's major events (i.e. Hunger Walk/Run, Full Course Classic, and Legends of Atlanta Roast)
- Develop and increase funding from matching gift companies

##### Builds and Nurtures Relationships

- Manage employee giving relationships
- Speak at events and meetings as needed
- Coordinate and attend charity fairs
- Assist with inter-departmental corporate relationship management and stewardship
- Support event sponsorship prospect identification

##### Data Management and Administration

- Maintain appropriate records in Raiser's Edge; work with teams and individuals on TeamRaiser/Luminate questions
- Manage corporate partnership page on the Food Bank's website
- Maintain organizational contact records in Raiser's Edge CRM
- Support corporate foundation prospect identification
- Lead and participate in the planning and goal setting
- Manage the budget for assigned projects/events

#### What You'll Need:

- Bachelor's Degree or equivalent experience
- At least two years of non-profit fundraising experience, sales, and/or community outreach
- Proficient with CRM
- Must have direct solicitation experience
- Experience with MS Office software and Google Platform skills

#### Even Better if You Have:

- Experience working in Raisers Edge

- Account Management Experience
- Corporate fundraising experience with an emphasis on major gift asks of \$5,000 and above

**This role may be a fit for you if you have:**

- Incredible relationship-building skills, able to comfortably interface with a diverse set of constituents
- The ability to articulate the case for support so that individuals buy in to the vision/mission/goals to secure gifts and support; including strong presentation and verbal and written communication skills
- If you are a problem solver who enjoys developing new ways of doing things and leveraging ideas of team members and internal and external partners
- If you are collaborative and enjoy both leading and working as part of a team

**And You'll Love this Position if You Are:**

- Self-motivated and a self-starter
- Strong team player with the ability to work collaboratively
- Strong attention to detail
- Have the ability to develop and facilitate relationships to accomplish goals
- Are a change agent – one who both facilitates and supports team in adopting change

**There may be some lifting:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee is routinely required to lift up to 30 lbs, particularly when conducting off-site corporate events.
- There may also be periods of standing and talking for 1-2 hours at a time.
- Expected travel time for this position is minimal. Must be able to travel around the metropolitan Atlanta region. Weekend and evening work within a flexible schedule.

**Who We Are:**

The Atlanta Community Food Bank is working to end hunger in our community with the food, people and big ideas needed so that no one worries where their next meal is coming from. Since 1979, we've been providing food for a growing network of nonprofit partners – including food pantries, community kitchens, child care centers, night shelters and senior centers. We currently serve more than 600 partners in 29 counties across metro Atlanta and north Georgia.

To submit an application for this position, log onto [www.ourfundraisingsearch.com](http://www.ourfundraisingsearch.com) and submit your resume and cover letter. If you have application questions, please email them to [ourfundraisingsearch@gmail.com](mailto:ourfundraisingsearch@gmail.com).