Boys & Girls Clubs of Metro Denver is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring employees to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse and committed workforce. Our staff are educators, coaches, artists, mentors, community leaders and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

Manager of Corporate Relations

Club/Office Location: Program Support Center (Main Office)

Job Description:
The Manager of Corporate Relations is a front-line fundraiser responsible for the identification, cultivation, solicitation and stewardship of corporations that currently support or are capable of supporting BGCMMD focused on engaging those corporations through event sponsorship and cause marketing campaigns.

The Manager reports to the Director of Corporate Relations. Additionally, the Manager is an integral part of a team-oriented Resource Development Department. The Manager will collaborate with events, marketing, and individual giving to effectively execute solicitation and partnerships. This position is relationship focused and also works within established fundraising benchmarks for both individual and team performance.

Essential Responsibilities:

1. Identify, plan and execute innovative opportunities to invest and engage with BGCMMD through volunteer projects and events.
2. Work with Director of Corporate Relations to cultivate strong relationships and funding partnerships with key corporations and foundations, primarily through personal visits.
3. Develop strategies for securing new, renewed and increased corporate and foundation funding partners in support of BGCMMD operations and special projects.
4. Manage a portfolio of up to 50 corporate and foundation prospects and partners:
   a. 25% Identification
   b. 25% Cultivation
   c. 25% Solicitation
   d. 25% Stewardship
5. Secure $500,000 in new, renewed and/or increased revenue within 18 months of employment
6. Maintain superior constituent service and stewardship
7. Maintain up-to-date knowledge of BGCMMD funding priorities and needs. Research corporate prospects in response to organizational priorities and needs.
8. Identify new and increased funding sources for BGCMMD operations, programs and special projects.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.
9. Assist with stewardship of participating corporations at all special events, including the gala, golf tournament, donor recognition event and LILY events.

10. Work with key stakeholders to develop and sustain corporate partnerships and sponsorships for BGCMD.

11. Collaborate with the Special Events Manager to secure Corporate Sponsorships

12. Coordinate site visits between corporate staff and BGCMD staff.

**Required Qualifications:**

- Thorough knowledge of or ability to learn: the mission, objectives, policies, programs and procedures of BGCMD; the principles and practices of managing non-profit organizations; and Resource Development activities and sources of funding.
- Bachelor’s degree from an accredited college or university in the area of business, communications, nonprofit management, and/or a related subject.
- Minimum of 2 years of progressively increased responsibility working with corporate relations.
- Proven success creating partnerships with corporations at a nonprofit organization.
- Exemplary writing, editing and verbal communications skills. Proposal writing and presentation experience is essential.
- Self-motivated with the ability to manage multiple projects simultaneously.
- Experience interacting with volunteers and senior leadership.
- Excellent interpersonal relationships.
- Experience with project management preferred.
- Proficiency in the use of Excel, PowerPoint, Word and Microsoft Project and Raiser's Edge or similar donor database.
- Leadership skills, including negotiation, problem solving, and decision making.
- Demonstrated success meeting or exceeding fundraising outcomes in a previous position with a minimum organization budget of $2 million.

This position will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports and properly document program and organizational data. A valid driver's license and ability to be insured under the company's insurance policy is also a requisite.

**Details:**

**Status:** Full-time (40 hours per week), Exempt

**Pay Range:** Starting $46,000, based on experience.

**Benefits:** Health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays and birthday, paid parental leave, professional development opportunities and more.

Interested applicants should submit a cover letter, resume and three professional references to jobs@bgcmd.org. Please include the position title in the subject line of the e-mail.

This position will remain open until filled.