



GREATER BAY AREA CHAPTER

Job Announcement
Corporate Relations Manager

July 2010

The Greater Bay Area Make-A-Wish Foundation® grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. Our Chapter serves children from Monterey to the Oregon border and anticipates fulfilling over 340 magical wishes this year. Each wish is unique and is the dream of a child who is critically ill, the resulting smiles speak volumes to the healing effects of a wish come true.

The Corporate Development department is responsible for raising nearly \$1,000,000 in corporate donations annually. The Corporate Relations Manager is responsible for fundraising with existing corporate partners as well as developing and maintaining new corporate partnerships through a number of programs (event sponsors, general fundraising promotions, employee-driven events, cause-related marketing, auction donations, etc.) The successful candidate we seek is passionate about our mission, comfortable speaking to small and large groups about our mission, is a team player as well as creative self-starter that will take the initiative to get the job done. This full-time, exempt position reports to the Corporate Development Officer.

RESPONSIBILITIES:

Work with the Corporate Development Officer on pitching, meeting and negotiating with prospective corporate partners on donation and service offerings

Write and personally present proposals to prospective partners and sponsors; write and facilitate terms of agreements

Work with our events team and secure new and past sponsors for our 5 internal events

Manage assigned partners (national and local), facilitate renewals, actively seek new sources of funding, work to create a win-win while increasing support for Make-A-Wish

Manage acknowledgement program for corporate partners

Maintain a database of partnership opportunities using The Raiser's Edge

EXPERIENCE & SKILLS:

Understanding of sales, corporate philanthropy, sponsorship and marketing

BA or equivalent, minimum 4 years experience with face-to-face solicitation, ideally with nonprofit development experience

Professional demeanor in person and on the phone, strong customer service skills

Excellent interpersonal and communication skills, both written and verbal

Ability to work both independently and as a member of a team

Interest in nonprofit work and belief in the value of community service

Valid CA Driver's License and access to personal car for occasional travel

Some evening and weekend commitments required

Computer literate; knowledge of Blackbaud's The Raiser's Edge preferred

Ideal candidate will be well organized, have excellent and prompt follow through, meet deadlines and love working in a fun and fast paced environment for a world-class charity!

To apply:

Send a letter of interest, a writing sample, three references, salary history and a resume to:

Corporate Relations Manager Search

Greater Bay Area Make-A-Wish Foundation®

55 Hawthorne Street, Suite 800

San Francisco, CA 94105

(415) 982-0444 fax

Email: jobs@SFWish.org

No phone calls, please. Position is open until filled. EOE