



## **JOB DESCRIPTION**

**Position** : Manager, Corporate Partnerships  
**Department** : Development  
**Supervisor** : Senior Director, Resource Development

### **Qualifications:**

- Bachelor's degree from accredited college/university
- Three to five years' experience in corporate fundraising, sponsorship development and sales, cause marketing, event planning, or relevant experience
- Excellent written and oral communication skills required as well as exceptional critical listening and thinking skills. Command of the English language, including AP writing style, and standard grammar, spelling, punctuation, syntax, and proofreading skill.
- Must have the ability to establish and maintain productive working relationships with a diverse group of corporate leaders, donors, volunteers, and staff members and maintain an attitude that conveys respect
- Demonstrated success and experience in the administration, planning, marketing, and recruitment of corporate sponsors, corporate partnership relationships, corporate fundraising, promotional licensing, or cause-related marketing partnerships either in the for-profit or non-profit sector
- Experience with budgetary management and revenue generation
- Strong special event planning and execution skills; specifically those tied to fundraising (i.e. silent and live auctions, raffles, etc.)
- Demonstrated success exercising leadership and management skills, including the ability to build consensus among varying groups within an organization
- Must be able to work independently, taking initiative and be able to ascertain priorities in a dynamic environment of regular interruptions, multiple projects and deadlines
- Ability to develop external sources of support
- Ability to successfully prioritize multiple demands for successful corporate fundraising
- Must be outgoing, friendly, and personable as well as comfortable networking in a variety of situations and meeting with and relating to new people
- Must be willing to work after standard work hours and on weekends when necessary
- Regular attendance required

### **Responsibilities:**

- Prospect, negotiate, secure, and implement corporate partnerships on behalf of Special Olympics Florida
- Serve as the creative force in the development of corporate sponsorship proposals, sponsorship appeals, and sponsor-oriented special events
- Participate in the development of the promotional aspects of sponsorship and licensing agreements
- Corporate Sponsorship Fulfillment; manage fulfillment of all promotional elements of sponsorship agreements including press releases, publications, logo usage, and partnership marketing events and materials
- Serve as the primary point of contact for all sponsorship, auction item solicitation, fulfillment, and coordination of corporate support and involvement for our distinguished events that includes, but not limited to, vendor contracts and procurement of in-kind goods and services, donations, assisting with solicitations, managing corporate guest lists, tickets and other event fulfillment, acknowledgements and evaluations



- Ensure sponsorship promotion and recognition in programs and special events through state-wide departmental cooperation and collaboration
- Directly contribute to fundraising goals as established by the Sr. Director of Resource Development for corporate dollars raised and contacts made. Identifies prospects, cultivates and solicits corporate sponsorship and giving.
- Implements a systematic process to cultivate and increase gifts from corporations
- Develops personalized plans for top corporate donors with giving capacity for significant new gifts
- Coordinates timely dissemination of promotional and outreach materials to potential donors
- Maintains contact and giving records in the donor database
- Oversees appropriate donor gift follow-up, including acknowledgement, receipts, and fulfillment of donor requests
- Prepares regular and/or special reports as directed by the Sr. Director of Development
- Other duties as assigned.

**Special Requirements:**

- The responsibilities of this position will include extensive evening and weekend travel assignments
- Must be able to lift 50 lbs

**Status** : Full-time exempt position

**Salary** : Based on experience

**Submit Resume To** : [MichelleBraxton@sofl.org](mailto:MichelleBraxton@sofl.org)