Corporate Giving Relationship Manager

Mission: Friends of the Children-Boston was founded in 2004 with a mission to impact generational change by empowering youth who are facing the greatest obstacles through relationships with professional mentors – 12+ years, no matter what.

Organization: Friends of the Children was built around a simple solution: enter their lives early, provide them with a dedicated, caring adult and stay by their side, no matter what. At Friends-Boston, we pro-actively identify kindergartners facing the toughest challenges and the most significant barriers to future success, but who we believe possess untapped limitless potential. We then relentlessly dedicate our resources to them by providing a paid professional mentor (Friend) for their entire school aged years – kindergarten through graduation, no matter what. We call the children we serve “Achievers” to demonstrate our belief in their potential to succeed, just as we call our professional mentors "Friends" because they are forming meaningful relationships with our youth. Friends-Boston’s long-term goal is that Achievers will graduate from high school and succeed in college.

Position Description

The Corporate Giving Relationship Manager will play a critical role in and be responsible for delivering a corporate engagement and giving strategy that will help the Development Department achieve our 5-Year, $20 million growth plan. Corporate Giving Relationship Manager will also play an integral role in developing and delivering successful, high-impact engagement projects with Friends-Boston’s corporate partners.

The Corporate Giving Relationship Manager will be responsible for securing contributed income from corporations and will focus on the growth, diversification, and stewardship of corporate partners. The Corporate Giving Relationship Manager candidate will be an individual with experience in corporate relationship management and prospect research identification and cultivation, as well as development experience in creating sponsorship opportunities that increase annual revenue.

The successful candidate will work to further a comprehensive, integrated strategic partnership program; manage a portfolio of current and prospective corporate investors and partners; and support a robust strategy to grow the organization’s network, presence, and influence, with an emphasis on engaging a diverse set of key influencers.

Essential Duties & Responsibilities

Corporate Cultivation, Stewardship, and Solicitation (approximately 50%)

- Strategize and research innovative ways to partner and grow corporate financial support and engagement through programmatic investments, corporate sponsorships, in-kind contributions, program-specific giving, and other collaborative partnerships.
- Manage and grow a robust corporate partnership program, raising unrestricted funding toward the Annual Fund goal with a focus on donor retention and growth. Goals are to be developed annually in partnership with the Director of Development.
- Build and manage a portfolio of up to 100 corporate funders, with a focus on funders requiring complex relationship management and those with capacity for 5 and 6-figure+ gifts. Develop customized strategies and moves management plans for the top 50 donors in portfolio. Solicit and secure multiple 5 and 6-figure+ sponsorships annually.
- Assume primary responsibility for stewardship and retention of existing and new corporate donors through a variety of personalized approaches, ensuring the highest level of donor care.
- Develop and maintain relationships with key corporate contacts.
- Create and manage a pipeline of vetted corporate sponsor prospects, ensuring an annual increase of funding from corporate donors that is in line with the organization’s stated revenue goals.
- Qualify and cultivate current and prospective corporate donors via meetings (virtual and in-person), site visits, calls, and other formal and informal tactics to develop and deepen relationships; secure invitations to submit funding requests.
• Write and edit high-quality, persuasive concepts/letters of inquiry, pitch decks, and other fundraising materials designed for corporate audiences, including reports and supporting documents.
• Ensure corporate partner/sponsor benefits and deliverables are met or exceeded within the required timeframe.
• Research and write individually tailored stewardship reports on the impact of corporate gifts and engagement.
• Support the solicitation of corporate event sponsors and hosts and the delivery of sponsorship/host benefits.
• Maintain knowledge of corporate funding and other philanthropic trends.
• Participate as a member of the Development Team contributing to the over-all planning and providing fundraising counsel.

Corporate Partner Management and Engagement (approximately 30%)
• Assist with developing the strategy, managing the logistics, and executing activities for corporate donor engagement opportunities including meetings, tailored small events, as well as Friends-Boston’s annual events.
• Identify corporate speaking engagements and opportunities to build Friends-Boston’s profile, as well as the profiles of Friends-Boston’s key leaders.
• Develop and maintain knowledge of priority areas and initiatives within Friends-Boston and maintain collaborative relationships with relevant program staff.
• Work in close partnership with the members of the Program Team to coordinate volunteer engagement requests and opportunities allowing for mission engagement for individual donors.
• Ensure volunteer engagement opportunities align with Friends-Boston’s Achiever-centered philosophy and approach.
• Meet with corporate partners and their employees, as requested, to promote engagement with Friends-Boston.
• Work in partnership with the Development Team to build a robust and aligned communications calendar.
• Assist donor communications via mail, e-mail, and website by providing appropriate mailing distribution lists.
• Support Development team at events including setting up and staffing registration table, and assist with set-up and breakdown.

Data Management (approximately 10%)
• Manage efficient and effective methods for corporate donor tracking, including accurate categorization of giving preferences and oversight of moves management.
• Responsible for maintaining efficient systems for prospect research and relationship management.
• Take primary responsibility for maintaining corporate partner and volunteer records, running reports in the organization’s development database, and provide analysis of marketing communications data.
• Maintain lists of key media contacts and elected officials for outreach as needed.
• Manage efficient and effective methods for tracking corporate partners, volunteers, and in-kind donations.
• Analyze communications data so that Friends-Boston can make informed decisions on future communications and marketing strategies.

Organizational Support (approximately 10%)
• Support organizational fundraising efforts, including but not limited to, events, donor cultivation, annual mailing, and funder visits.
• Support programmatic efforts and events as needed and when appropriate.
• Actively contribute and participate in organizational-wide activities to advance the overall success of our organization and delivery of our mission.
• Other duties as required.

Required Skills and Experience

Position Requirements (Education, Experience, Knowledge, Skills, Abilities, Work Demands)
• Bachelor’s degree and minimum of four years’ experience in fund development or corporate giving.
• Understanding of fundraising cycles and best practices, donor engagement strategies, and donor stewardship is required.
• Experience working in or overseeing an annual giving program, preferably with a wide range of donors.
- Donor data-base experience on managed prospects, management and reporting of metrics/key indicators for corporate engagement.
- Broad knowledge of the principles of fundraising.
- Demonstrated ability to manage multiple projects concurrently under deadline pressure and changing priorities.
- Ability to solve problems creatively in order to meet organizational goals and objectives.
- Ability to review the work of others to ensure conformance to standards.
- Strong communications and writing skills with the ability to interact effectively across a broad spectrum of staff, both orally and in writing, is required.
- Enjoy working independently and as part of a team.
- Ability to represent Friends-Boston at fundraising events and meetings and to work well with a broad range of constituencies.
- Ability to maintain high level of donor confidentiality.
- Ability to work occasional evenings and weekends as event and project deadlines dictate.
- Able to travel to meetings and events as needed.
- Access to reliable vehicle.
- Must be willing to join a quick-paced energetic Development team, and work with a group of talented, committed volunteers.
- Strong computer skills required. Knowledge of Microsoft Office, Google Suite, and fundraising and/or prospect research databases strongly preferred.

How to Apply

Application Information
Friends of the Children-Boston offers a collaborative team of colleagues who are passionate about the mission and a flexible working environment. Salary $60,000-68,000

To apply, candidates should review the Friends-Boston website and submit a resume and thoughtful cover letter explaining why you would like to be considered for this position to stacy@friendsboston.org.

Stacy DellOrfano
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Friends of the Children-Boston is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. www.friendsboston.org