



Position Announcement

Job Details

Job Title:	Manager of Corporate Partnerships
FLSA:	Exempt
Position Type:	Full-time
Interview Group:	Resource Development Management
Reports To:	Director of Major Gifts
Location:	Denver, CO
Date Modified:	October 28, 2016

Description

The primary purpose of this position is to lead corporate partnerships for the American Indian College Fund (the College Fund). The Manager of Corporate Partnerships is part of the College Fund's Resource Development team and is critical in helping the organization effectively meet revenue goals that support strategic initiatives and business goals.

This position must share the College Fund's core values of respect, reciprocity, reasoning, relationships, and responsibility, which are all important values held by a College Fund team member. This position will work closely within Resource Development and across department lines to coordinate efforts and achieve team and organization objectives. In addition, reasoning and responsibility are critical to successfully executing the duties of this role.

Essential Job Functions

1. Responsible for the development of organizational corporate partnerships to achieve designated revenue goal
 - a. Strategically plans and executes a sustainable growth path for corporate partnerships that aligns with organizational goals and objectives
 - b. Leverages critical understanding of organizational strategy to negotiate successful and sustainable corporate partnerships.
2. Responsible for the successful management and stewardship of corporate partnerships so as to contribute to the achievement of organizational goals and objectives
 - a. Creates and sustains robust framework for corporate engagement
 - b. Oversees the timely fulfillment of donor program requirements
 - c. Successfully represents organizations needs in negotiations of renewed corporate relationships
3. Serve as a lead staff member of the major gifts team.
 - a. Manages, directs, and coaches team member(s) to achieve corporate partnership goals
 - b. Serve as an active member of the national corporate philanthropy community
 - c. Strengthen inter- and cross- departmental relationships.
 - d. Contribute to the overall strategy of resource development team.
 - e. Strengthens/develops relationships with regional stakeholders

4. Develops innovative solutions and ideas to optimize fundraising potential
5. Consistently enters all activities related to donors into donor database
6. Completes other duties as assigned

Job Requirements

Competencies

- Excellent communication skills
- Ability to work well within a diverse team and across departments
- Flexibility to adapt to a fast-paced and dynamic work environment
- Experience with managing a fundraising portfolio, organizing and meeting deadlines with responsibility for financial goals
- Demonstrated success in building corporate relationships ranging from \$25,000-\$1,000,000+
- Familiarity and demonstrated success in using analytics to drive corporate partnerships
- Proficiency in Microsoft Office Suite
- Knowledge of donor relational database software
- Knowledge of and/or interest in learning about American Indian education
- Familiarity with national corporate philanthropic sector and understanding of concepts and trends within philanthropy

Education/ Experience

- Bachelor's degree required
- Supervisory experience preferred
- 5-7 years of major gift fundraising experience or 10+ years of related experience in the areas of fundraising, sales, or relationship management

Work Environment and Physical Activities

Professional office setting
Significant air and car travel

Frequent keyboarding
Lifting up to 35

Note: The intent is not to provide an exhaustive list of all duties, responsibilities, or qualifications associated with this position. Incumbent may perform other duties as assigned.

To Apply:

Qualified applicants: please send a letter of interest, salary requirements and a current resume by email (with Word or PDF documents, combined in one attachment, and in the subject line, list your name and Manager, Corporate Partnerships), to Human Resources at applications@collegefund.org. All requested information and documents required. Open until filled.

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