



CORPORATE ENGAGEMENT OFFICER

JOB ANNOUNCEMENT

SUMMARY

Are you a people person? Enjoy making new connections and building positive relationships? Passionate about helping low-income moms and kids improve their lives through education and empowerment programs? Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to more than 8,000 low-income Latina women and children in Oregon. Adelante Mujeres means "women rise up" and the women and girls in our program are doing just that. With your help, we can build a diverse community where everyone thrives.

RESPONSIBILITIES

The role of the Corporate Engagement Officer is to reach out to local and national corporations to secure partnerships, grant funding, and event sponsorships. Our ability to develop and maintain strong corporate partnerships directly impacts our capacity to provide low-income Latina women and families with high-quality and transformative programs.

Goal Setting

- Work with the Director of Development to create a revenue plan to secure funding for the 2017/2018 fiscal year and beyond. Implementation of the plan must include understanding of the marketing and business needs of each corporation and tailoring the financial ask to address these needs.
- Develop a target list of corporations and corporate foundations to approach for funding.

Prospecting and Solicitation

- Leverage existing Adelante programs including event sponsorships, program sponsorships, corporate service days, and our annual gala to attract new partners.

- Manage a portfolio of corporate donors and prospects. This will include holding regular meetings out of the office with corporate donors and prospects in an effort to position Adelante as a nonprofit partner of choice.
- Work with Development Associate to ensure accurate tracking and reporting of corporate gifts and engagement.
- Ensure that Adelante leverages employee giving, customer donation programs, and co-branded opportunities with corporate partners

Grant Writing

- Identify corporate grant funding opportunities
- Track all deadlines for corporate foundation reports and proposals.
- Write and submit grant proposals to request funding from corporate partners (All corporate grants proposals and follow-up will be the Corporate Engagement Officer's responsibility)
- Work with Grants Team to ensure grants procedures are followed and that grants team has access to and can track all corporate grants activities.

Project and Event Management

- Work closely with Development Associate, as well as larger Development team, to leverage events to meaningfully engage corporate sponsors and prospects.
- Work closely with the Communications Coordinator to ensure all sponsor benefits occur.

Stewardship

- Nurture partnerships with current partners through donor recognition programs and stewardship, including written correspondence, telephone communication, and in-person meetings; Cultivate long-term relationships to ensure continued funding and involvement.
- Work closely with Communications Coordinator to create unique, customized recognition opportunities for corporate donors.
- Work with Volunteer Coordinator on corporate volunteer opportunities

Administration

- Provide regular updates to the Director of Development and Development Team on progress towards goals
- Use data systems to track engagement opportunities to ensure clear communication and detailed recordkeeping.
- Develop procedures for tracking, reporting, and evaluating progress towards our goals.

- Other Development tasks as assigned.

ADDITIONAL

- Participate as a member of the Development team
- Develop and maintain competency in Adelante's mission, work, and needs through regular exposure to Adelante's activities, clients and staff
- Participate in full-staff and team scheduled meetings and trainings
- Support organization's development and fundraising efforts
- Other duties as assigned by supervisor

QUALIFICATIONS

The Corporate Engagement Officer will be committed to Adelante's mission and values. The ideal candidate will be extremely organized and detailed-oriented with strong analytical, writing, interpersonal and communication skills. Ability to multi-task and adapt to changing position demands are key. Other key skills include:

- Entrepreneurial and eager to build a sustainable program.
- Excellent writing skills – able to write and submit professional grant proposals
- Diplomatic communicator, team player, critical thinker, problem solver.
- Passionate about education, social justice, diversity, and women's empowerment.
- Comfort with soliciting donations and sponsorships
- Highly customer service-oriented
- Cultural competency required; proficiency in Spanish preferred
- Ability to complete some work after business hours; ability to travel to off-site venues for meetings and events is required
- An undergraduate degree is required

HOURS/BENEFITS

- Salary range: \$42,000-\$47,000 depending on qualifications
- Full-time position
- Full health and dental insurance benefits - 100% paid by employer
- Long-term disability benefits
- Professional development opportunities
- Paid holidays (11.5 days annually)
- Sick days (12 days annually)
- 20 Vacation days per year
- Opportunity for broad and impactful work with a growing organization

TO APPLY

Please submit the following material electronically (PDF preferred) to Evelyn at ecantoral@adelantemujeres.org. (no phone calls, please)

- A one-page cover letter clearly outlining the specific skills and knowledge you bring to the job and why you are a good fit for this position
- A resume detailing relevant experience, work history, education and accomplishments
- One writing sample (preferably a grant proposal)
- Three professional references may be requested later in the hiring process

Closing date: Open until filled

Anticipated start date: May 2018 or sooner

Adelante Mujeres is an Equal Opportunity Employer committed to racial, ethnic, and cultural diversity.