



Job Title: Manager of Corporate and Foundation Relations

Date: February 2021

To apply send resume and cover letter to Courtney Ferencik, Senior Director of Strategic Partnerships at courtney@armhc.org

Job Purpose:

The Manager of Corporate and Foundation Relations is responsible for the overall success of the Charity's revenue from corporate and foundation sources and reaching specific annual goals for each area. This individual manages all aspects of foundation giving with a long-range goal of increasing the organization's visibility and generating sustainable income for the organization. The Manager also oversees the Adopt-A-Room program to increase unrestricted support from corporate partners. Key responsibilities include: management and oversight of annual operating grants, including foundation research, grant submissions and required reporting; management and oversight of annual corporate giving for the Adopt-A-Room program; and ensuring appropriate donor recognition and stewardship for these two revenue sources. This position requires flexibility, excellent written and verbal communication skills, attention to detail, high energy and a passion for ARMHC and its mission.

Qualifications:

1. Bachelor's Degree in non-profit management or related field such as communications, public relations, marketing or business and a minimum of four years of proven experience within the non-profit sector in the areas of fund raising and development.
2. Demonstrated record of success with grant writing and securing grants of \$10,000+.
3. Demonstrated record of success with corporate giving and securing gifts of \$5,000+.
4. Sound knowledge of the Atlanta community and the ability to represent ARMHC in a credible, effective manner.
5. Excellent written and verbal communication skills, problem solving skills, organizational skills and time management skills.
6. Ability to think strategically.
7. Collaborative, team-oriented work style and proven ability to organize and coordinate fundraising staff and volunteers.
8. Ability to work under pressure and meet multiple deadlines.
9. Experience with Raiser's Edge fundraising software a plus.
10. Possess the following characteristics: compassion, tact, honesty, trustworthiness, flexibility, and professionalism.

Duties and Responsibilities:

Foundation Relations

- Develops, manages and implements annual development and stewardship plan to meet budgetary goals established for foundation revenue.
- Identifies new opportunities for foundation funding and serves as point of contact for all communications related to foundation giving.

- Works with Senior Director of Strategic Partnerships on foundation prospect identification, cultivation, solicitation and stewardship on an annual basis including relationship building with program officers, grant managers and foundation trustees where appropriate.
- Writes all foundation grant requests and reports.
- Conducts site visits for key foundation representatives and prospects.

Corporate Relations

- Develops, manages and implements annual development and stewardship plan for corporate Adopt-A-Room revenue, with the ultimate goal of adopting all 81 rooms.
- Identifies new opportunities for Adopt-A-Room funding and serves as point of contact for all communications related this program.
- Works with Senior Director of Strategic Partnerships on prospect identification, cultivation, solicitation and stewardship on an annual basis, ensuring donor retention and year over year revenue growth.
- Conducts tours for key corporate representatives and prospects.
- Collaborates with special events team to ensure aligned donor outreach.
- Helps identify additional corporate giving opportunities for current partners and prospects.

General

- Provides oversight and follows best practices related to the collection of corporate and foundation donor and prospect information in the database.
- Ensures alignment of messaging in donor correspondence from solicitation to stewardship.
- Conducts prospect research on potential supporters and supports the Senior Director of Strategic Partnerships, President & CEO, Senior Director of Major Gifts and Planned Giving, and Development Committee volunteers to provide development-related materials to increase success of solicitations with corporate and civic prospects.
- Assists with execution of special events, including but not limited to the Atlanta Ronald McDonald House Golf Classic, Hearts and Hands Gala, Handbag Hullabaloo, Car Raffle and Brookhaven Dines In/Home Tour, as well as outside fundraising events benefitting ARMHC, as needed.
- Other duties as assigned.

Other Functions:

- Promotes community awareness of Atlanta Ronald McDonald House Charities and its programs.
- Represents Charity at meetings and functions as designated by President & CEO, Senior Director of Strategic Partnerships in professional manner consistent with image and mission of Charity.

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that the other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments).

Physical Demands:

Maintain an office within Administrative Offices at ARMHC
 Near visual acuity essential for reading
 Talking and hearing essential for communication

Responsibility:

The Manager of Corporate and Foundation Relations reports directly to the Senior Director of Strategic Partnerships of Atlanta Ronald McDonald House Charities and is evaluated annually.

