



JOB DESCRIPTION

Title: Corporate Relations Coordinator

Department: Development

Reports to: Associate Director, Foundations and Corporations

Status: Full-Time, Year-Round

Location: Santa Monica Office, occasional trips to Camp located in Lake Hughes, CA

Summary: The Corporate Relations Coordinator is responsible for fundraising activities and strategies involved with corporate donors, such as donor research, cultivation and stewardship, employee engagement, and writing grant applications and reports as well as using donor database to enter donor interaction information. In addition, helps oversee volunteer days at camp. He/she will focus on key priority areas and strategies of planning and implementing corporate giving and engagement campaigns.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Manage all elements of prospective and current donor activity for portfolio of 50+ companies
- Coordinate with appropriate staff to create corporate grant proposals, budgets, gift-in-kind requests, and reports
- Manage annual corporate grant calendar, monthly projections, Raiser's Edge records, monitor deadlines, and submit required reports and updates
- Develop appropriate cultivation strategies, including organizing various volunteer opportunities and working with corporate volunteers
- Research prospective donors in targeted corporate industries and make solicitations
- Coordinate efforts for donor recognition, including social media usage, website recognition, and newsletters
- Work collaboratively with the development team and other employees as needed to cultivate and solicit donors for event sponsorships, annual donations, volunteerism, etc.
- Oversee Corporate and Corporate Event Sponsorship revenue goals

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Broad knowledge of the principles of fundraising and 1-2 years proven successful experience in fundraising
- Knowledge of corporate and community giving
- Highly energetic professional interested in and dedicated to promoting the organization through developing excellent relationships with staff, donors, and volunteers
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies
- A demonstrated record of completing assignments
- Excellent oral, written and interpersonal skills
- Strong problem solving, research and analytical skills
- Team-oriented style with track record of respecting co-workers and volunteers and dealing with conflict effectively
- Must be self-motivated, self-starting, sophisticated, creative, and have strong attention to detail
- Flexibility to work some evenings and weekends

Education/Experience:

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Project Management:** Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.
- **Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Listens and requests clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication:** Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Adaptability:** Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Planning/Organizing:** Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Strategic Thinking:** Develops strategies to achieve organizational goals; Understands

organization's strengths & weaknesses; Analyzes market and competition; Adapts strategy to changing conditions.

- **Innovation:** Displays original thinking and creativity; Meets challenges with resourcefulness; Develops innovative approaches and ideas; Presents ideas and information in a manner that attracts others' attention.
- **Motivation:** Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
- **Professionalism:** Reacts well under pressure.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of stakeholders or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, and Raiser's Edge database.

Certificates and Licenses:

None

Supervisory Responsibilities:

None

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The

employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk.

OUR CORE VALUES: Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

Salary commensurate with experience

To apply: Please submit a resume and cover letter to Alexis Madrid at AlexisM@thepaintedturtle.org.

Please visit The Painted Turtle's website at www.thepaintedturtle.org.