

Position Title: Corporate Giving and Partnerships Manager
Department: Development
Reports To: Director of Development
FLSA: Exempt
Job Grade: 6
Hiring Range: \$60,000 to \$65,000 per year
Revised: January 2022

WHO WE ARE

Mi Casa Resource Center® (MCRC) is committed to creating pathways to opportunity for communities that have been overlooked and underestimated due to a lack of cultural and social capital but have valuable skills on which to build. For 45 years, we have provided nationally recognized workforce, business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area's most respected organizations to provide economic and educational supports to help our participants achieve their economic goals and realize their dreams.

POSITION SUMMARY

Mi Casa Resource Center (MCRC) is seeking a sales and development oriented professional with excellent interpersonal skills, research, management, sales, and strategic analysis expertise to join as Corporate Giving and Partnerships Manager.

As part of MCRC's Development team, the Corporate Giving and Partnerships Manager is critical to relationship-building and fundraising success with partners interested in investing in Mi Casa's mission by facilitating, managing, and strengthening those relationships based on deep engagement, flexibility, and responsiveness. This position supervises the Partner Programs & Volunteers Coordinator.

The Corporate Giving and Partnerships Manager is an exceptional, solutions-oriented professional, responsible for working closely with internal and external partners to build meaningful, holistic, year-round relationships with corporations. The Manager develops a corporate prospect pipeline; supports a comprehensive strategy to meet revenue goals for corporate funding and sponsorships and collaborates with Marketing on strategic projects. This position oversees operations of Mi Casa's ancillary and volunteer programs.

KEY RESPONSIBILITIES

Leadership

- Responsible for establishing and managing corporate relationships as well as the successful planning and execution of special events.
- Works with development and program staff to ensure actionable items, data analytics and evaluation correspond to corporate deliverables/reporting requirements.
- Proactively identifies opportunities for engagement of corporate and community volunteers.
- Supervises the Partner Programs and Volunteer Coordinator.

Fundraising

- Functions as an integral member of the Development team, fundraising and cultivating relationships with current corporate partners and growing their annual giving.
- Works with program staff to identify fundraising needs and marketable opportunities that would interest corporate funders.
- Researches, identifies, and prioritizes corporate giving opportunities; in particular, those that support MCRC's operating expenses, including marketing, corporate social responsibility, employee resource groups and grants.

Mission: We create pathways to opportunity.

Vision: We envision a community where all people have the power to achieve their economic goals and realize their dreams.

- Engages new corporate partners through research, strategic planning, and network development.
- Tracks Mi Casa's corporate grant commitments, ensuring on-time and impactful reporting.
- Maintains accurate corporate funder and events database records in Raiser's Edge.
- Writes compelling strategic corporate communications utilizing multiple channels including emails, updates, presentations, and digital content toward a high level of visibility towards a high level of visibility and financial sustainability.
- Develops and manages assigned media relations, leveraging press releases, targeted story pitches, and corporate-centered updates.
- Collaborates with Marketing for design and media of corporate and special projects.
- Supervises operations of Partner Programs operations and activities that create an optimal volunteer experience.
- Stay current with trends, best practices, I.R.S. and other regulations related to fundraising.

Other

- Contributes to team effort by attending staff meetings.
- Completes additional duties as assigned.

QUALIFICATIONS:

- A Bachelor's degree in Communications, Marketing, Business, or an equivalent combination of skills and experience.
- Minimum of three years' combined experience in corporate relations, strategic communications, fundraising, sales, and/or marketing required.
- Bilingual in English/Spanish preferred.
- Excellent written and verbal communication skills
- Excellent word processing, database, spreadsheet, and digital literacy skills
- A high level of familiarity with populations served and proven ability to communicate effectively with corporate partners and prospects
- Current Colorado driver's license, good motor vehicle record, and current automobile insurance.
- Ability to be flexible and work occasional evenings or weekends as needed.

KEY COMPETENCIES

- Service-oriented, organized, detailed, quick learner, respectfully assertive, problem-solver, resourceful, creative
- Expertise in research and strategic analysis
- Strong interpersonal skills
- Serves as a Mi Casa ambassador
- Skilled in understanding corporate priorities as they align with the agency's mission
- Ability to synthesize complex issues in order to communicate program and agency's impact
- Intrinsically motivated to achieve aggressive goals and objectives

MCRC provides a comprehensive benefits plan including employer sponsored medical, dental and vision benefits, employer paid life Insurance and disability benefits, paid vacation, 15 paid holidays and a retirement plan. This position is eligible for a hybrid schedule consisting of three in-office and two remote days.

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by May 30, 2022. Interviews may occur as qualified candidates apply.

Mission: We create pathways to opportunity.

Vision: We envision a community where all people have the power to achieve their economic goals and realize their dreams.