



POSITION DESCRIPTION

ORGANIZATIONAL ROLE: Director of Corporate Relations

DEPARTMENT: Development

REPORTING RELATIONSHIPS: Reports to Senior VP of Development & Marketing

POSITION OVERVIEW:

The **Director of Corporate Relations** reports to the SVP of Development and Communications and is responsible for managing corporate partnerships for the Children's Health Fund and assisting with new business development. Specific responsibilities include:

PRINCIPAL ACCOUNTABILITIES:

- ❑ Relationship management
 - Serve as the dedicated account representative for assigned corporate partners – including event management and coordination of corporate events
 - Monitor all sponsorships and cause marketing campaigns, including timelines, goals/objectives, outcomes and budget.
 - Work with other CHF departments (Institutional Giving, Communications, National Programs, Finance, and Advocacy), as necessary.
 - Ensure timely, accurate and professional reports and deliverables critical to maintaining relationships.
 - Gather feedback and success stories related to each cause marketing initiative; write narrative and budget reports, ensuring overall reporting (including photos, media samples, etc.) is compliant with sponsor standards.

- ❑ New business development
 - Assist Senior Vice President for Development and Communications in identifying new corporate partnership prospects.
 - Help create presentations, proposals, and other materials.

- ❑ Fundraising event
 - Manage outreach to corporations around the annual benefit and other fundraisers.

POSITION REQUIREMENTS:

- ✓ Undergraduate degree required; Masters degree desirable.
- ✓ Seven years related corporate partnerships experience, or equivalent combination of education and experience required with demonstrated successful resource development, sales and/or account management experience; successful track record with planning, managing and initiating corporate relationships; experience developing cause marketing campaigns and working with high level corporate representatives and board members is a plus.
- ✓ Familiarity and competence with the complete skill set of modern communications – advertising, marketing communications, media relations, public relations, social media, etc. Demonstrated record of success in writing; outstanding communication skills, both written and oral - including the ability to create high level power point presentations, sponsor proposal, and write/create sponsorship after action reports and presentations on sponsor funded initiatives.
- ✓ Candidate must be a creative thinker with the ability to conceptualize new ideas and work in a small shop with a fast-paced environment, and multiple deadlines.
- ✓ Outstanding relationship building skills are essential. Strong organizational and project management skills required. Candidate must be highly articulate with excellent written and oral communication skills. Ability to use standard business software required.
- ✓ Agency experience, account management, and/or sales experience a plus.

ADDITIONAL INFORMATION

The Children's Health Fund is an Equal Opportunity Employer and is committed to a diverse work environment.

Salary commensurate with experience. The Children's Health Fund offers an excellent compensation/benefits package.

HOW TO APPLY

If interested, please send your resume and cover letter (including salary requirements) to resumes@chfund.org.

No phone calls, please.

For further information on our programs, please visit our website www.childrenshealthfund.org and check out the Healthy and Ready to Learn Resource and Training Center website, www.hrl.nyc