



Manager, Corporate & Foundation Relations

Posting Date: July 1, 2021

Reports to: Director, Corporate Relations

BACKGROUND

Blessings in a Backpack (Blessings) mobilizes communities, individuals, and resources to provide food on the weekends for elementary school children across America who might otherwise go hungry. Each week of the school year, Blessings and its thousands of volunteers and partners send a bag of food home with children who, during the week, are fed by the free and reduced-price meal program.

During the 2019-2020 school year, approximately 88,000 children at over 1,000 schools across the country received a bag of weekend nutrition from Blessings in a Backpack each week.

POSITION SUMMARY

Reporting to the Director, Corporate Relations, the Manager, Corporate & Foundation Relations will play a critical role in increasing the corporate and foundation revenue for the organization. He or she is responsible for maintaining a portfolio of national donor relationships and creating an active pipeline of prospects.

While the preference is that this position works from the Chicago office, this can be a remote position located in any geographic area within the country.

ESSENTIAL DUTIES AND RESPONSIBILITIES

With a focus on helping to increase and optimize Blessings in a Backpack's corporate and foundation fundraising revenue streams that will align with the organization's strategic plan, key responsibilities include:

- Working with the Director, Corporate Relations, manage a portfolio and assigned revenue budget that will consist of current and prospective donors.
- In order to meet revenue goal, be able to execute a moves management strategy that will include identifying prospects and conducting research.
- Research and write all national grant submissions for the organization and maintain the relationships. Occasional grant writing for Chapter applications.
- Serve as lead for grant evaluation reporting by drafting/submitted reports and maintaining grants solicitation and reporting calendar.
- Identify, solicit, and secure prospects for employee engagement events, including veteran donors. Coordinate with Manager, Fund Development, who handles event logistics. Steward national packing event relationships.
- In conjunction with the Director, Corporate Relations, coordinate national relationships and initiatives with the Chapter Managing Directors that will expand strategies at the regional or local level.

- Have a vast understanding of the budget, forecast and revenue analysis process and update dashboards as requested.
- In partnership with the Manager, Fund Development, work on initiatives to expand and personalize the stewardship process.
- Work in conjunction with the Marketing department on Cause Related Marketing initiatives and donor benefits.
- As needed, help to prepare briefing documents or presentations for the Director, Corporate Relations & the Chief Development Officer.
- Maintain donor records, notes and action items in RE/NXT donor database.
- Stay apprised of advancements and changes pertinent to fundraising and the development profession overall.

BASIC QUALIFICATIONS

The ideal candidate will be a proactive leader and strategic thinker with a proven track record in meeting fundraising goals and have exceptional donor relationship management skills.

Basic qualifications include:

- Bachelor's degree required.
- Minimum five years of fund development experience having had a focus on grant writing and corporate proposals.
- Experience in strategic prospect management, donor cultivation and stewardship.
- Proficiency in working with grant writing and fundraising databases.
- Ability to project manage in scenarios where there are multiple stakeholders and priorities.
- Demonstrated excellence in organizational, interpersonal, presentation and communications skills, both written and verbal.
- Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture with the ability to gather and analyze data.
- Desire to make an impact on the lives of food insecure children in a fast-paced, entrepreneurial environment.
- Knowledge of donor databases and proficiency in Microsoft Office programs.
- Ability to handle and prioritize multiple projects while maintaining attention to detail.
- Ability to work with diverse groups of people.
- Sound judgment, professionalism, and a positive attitude.
- Resourcefulness, creativity, and strong problem-solving skills.
- Commitment to diversity, equity, and inclusion, diplomacy and the ability to honor confidentiality.
- Ability and willingness to travel regionally and nationally as needed, approximately 2 times per year.
- Ability and willingness to work some evening/weekend events.

PREFERRED QUALIFICATIONS

- Knowledge of Raisers Edge donor database.
- Ability to lift 30 lbs.

BENEFITS

Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Short-Term Disability Insurance, Paid Time Off, Paid Holidays, Paid Winter Break, Summer Fridays, FSA Plan, 403(b) Plan

Relocation assistance is not available.

Interested individuals should send cover letter and resume to carolb@blessingsinabackpack.org.

It is our policy as an Equal Employment Opportunity Employer to provide equal opportunity to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, military service in employment, marital status, genetic information, parental status, pregnancy, and/or any other protected classification, in accordance with applicable federal, state, and local laws.