



Employment Opportunity

POSITION: Corporate and Foundation Relations Manager
REPORTS TO: Vice President of Development
LOCATION: National Office – Chicago, IL
COMPENSATION: Competitive; Commensurate with experience

Organization Profile:

NPH USA is dedicated to breaking the cycle of poverty in Latin America and the Caribbean by supporting the Nuestros Pequeños Hermanos network of homes for orphaned, abandoned and disadvantaged children. We provide a loving family, security, education, health care, and leadership development opportunities to children in nine countries.

Position Summary:

The corporate and foundation relations manager is responsible for the creation and management of a well-coordinated, strategic development plan to cultivate and solicit support from foundations and corporations. This position works to establish long-term partnerships, strengthen existing relationships and initiate new contacts within the corporate and foundation sector. This position reports to the Vice President of Development.

The desired candidate will provide the expertise to advance the interests of NPH by researching and identifying sources of support, proactively seeking opportunities to generate new proposals based on corporate and foundation guidelines and interests, and by maintaining strong communication ties with corporate and foundation donors and prospects. This position collaborates with national and regional staff on funding priorities and securing corporate sponsorships.

We are looking for someone who is energetic, ambitious, goal-oriented and creative, with the ability to work both independently and collaboratively, with a talent for building strong and productive relationships with corporate and foundation funding personnel.

Responsibilities:

- Work with NPH leaders, board members, other volunteers and NPH fundraising staff to identify prospective corporation and foundation donors.
- Conduct research to determine interest and giving potential of corporate and foundation prospects.
- Develop, manage and implement cultivation and solicitation strategies for corporate sponsorships and grants.
- Work directly with NPH marketing staff and others to develop appropriate marketing materials for corporate and foundation proposals.
- Prepare corporate and foundation grant proposals.
- Develop and administer budgets for corporate and foundation programs.
- Develop required reports to foundation and corporate grantors concerning the use of their grants to NPH.
- Work closely with NPH USA and NPH International staff and volunteers to ensure clear lines of communication and effective coordination.
- Prepare regular reports for NPH leadership on corporate and foundation programs.

- Arrange, conduct and coordinate cultivation, stewardship and recognition activities such recognition in publications and site visits for corporate and foundation donors.
- Work with staff and volunteers on the corporate aspects of fundraising events.
- Maintain accuracy of Salesforce donor tracking system and database for corporate and foundation constituents, while maintaining confidentiality of donor information.
- Document activities in Salesforce database.

Required Knowledge, Skills & Abilities:

- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of corporate and foundation fundraising techniques.
- Demonstrated ability in proposal writing for varied proposal development.
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations and foundations.
- Self-motivation and discipline to regularly set and achieve work goals.
- Excellent organizational, interpersonal and networking skills with individuals and groups.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Ability to initiate and build relationships with prospective corporate and foundation donors, and interact via telephone and in person with institutional representatives.
- Demonstrated ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Demonstrated record of success in generating significant commitments from corporations and foundations.
- Ability to work collaboratively in a team setting.

Education and Experience:

- A bachelor's degree and 5 plus years of progressively responsible fundraising, business development and/or sales experience.
- Excellent oral and written communication skills.
- Experience with Microsoft Office programs and use of relational databases such as Salesforce.
- Preference will be given to candidates with successful corporate or foundation experience.
- Writing samples required at time of interview.

How to Apply:

Send resume and cover letter to recruiting@nphusa.org. Please no phone calls or outside agencies. NPH USA is an Equal Opportunity Employer. We value diversity in the workplace and encourage applicants from all backgrounds.