



CHRISTMAS BUREAU OF EDMONTON

Job Description

Manager, Corporate Engagement and Partnerships

Job Overview

The Manager, Corporate Engagement and Partnerships is responsible for the development and execution of an integrated and long-range cultivation, solicitation and stewardship plan of current and prospective corporate relationships in order to support the Christmas Bureau of Edmonton in meeting its organizational and financial sustainability goals. This will involve working closely with the Executive Director, staff and volunteers to identify cultivate and solicit donations to specific projects and for general support, and implement strategies for corporate donor retention, acquisition of new corporate donors, as well as stewardship and recognition supporting the Christmas Bureau's long term strategic development, partnerships and sustainability.

Duties and Responsibilities

- Develop, with direction from the Executive Director and input from the Fund Development Committee, an annual work plan and budget outlining key initiatives, measures and financial targets for corporate partnerships, community fundraising projects and events, gift in-kind donors and grant applications which support the brand (promise), vision (direction), mission (purpose), values and strategic direction of the Christmas Bureau.
- Manage the Christmas Bureau Ambassador program by developing and implementing a yearly work program and working closely Christmas Bureau Ambassadors
- Develop yearly revenue goals and measures as directed by the Christmas Bureau strategic plan
- Secure corporate partners and donors, community fundraising initiatives, grants and gift in-kind donors.
- Manage, coach and support Christmas Bureau volunteers to maximize their effectiveness as fundraisers and Ambassadors.
- Collaborate with the other members of the Christmas Bureau team in leading the development of corporate partnerships, funding proposals, gift agreements, and other corporate donor communication materials and ensure the highest standard in the management of corporate donor communications.
- Write compelling cases for support, proposals and reports for initiatives in need of funding.
- Contribute to the strategic direction and financial stability and growth of the Christmas Bureau through continuous improvements and expansion of corporate partnerships, community fundraising initiatives and gift in-kind donors.
- Proactively steward current corporate donors through regular updates, invitations to events, writing reports and facilitating contact with Christmas Bureau Ambassadors, Board and Committee Members and staff.
- Research, strategically prepare and attend meetings between prospects/donors and senior leaders of the Christmas Bureau of Edmonton as required.
- Work with the other members of the team to ensure the maintenance of the donor database for the incumbent's assigned prospects and partners/donors including records inputting, updating, reporting and moves management actions tracking.
- Initiate, manage and support the execution of and attend major donor events, including fundraising events and donor cultivation and recognition events on a variety of scales in order to cultivate and steward relationships with the attendees.
- Effectively communicate the Christmas Bureau's vision, fund raising priorities and donor impact through storytelling.

- Capitalize on Christmas Bureau led and external event opportunities for networking, stewardship and cultivation of corporate partners.

Required Skills, Knowledge and Attributes

- University education (fundraising/partnerships) or equivalent.
- CFRE designation would be an asset.
- Minimum of five years of fundraising experience, preferably in corporate partnerships, corporate fundraising, major gifts, or equivalent experience.
- Familiarity with corporate community in the Edmonton area and knowledge of philanthropy within the community.
- Proven exceptional donor/partner relations experience and solid understanding of best practices in donor/partner cultivation, closing, acknowledgement, recognition and stewardship.
- Demonstrated high levels of initiative and successful track record raising funds and achieving goals.
- Experience with brand partnerships and promotions.
- Experience conceiving, planning and delivering fundraising and cultivation events.
- Exceptional active listening skills and excellent attention to detail.
- Excellent communication skills, oral and written, with the ability to effectively persuade and inspire others to support the Christmas Bureau of Edmonton's mission and mandate.
- Ability to work independently, communicate at all levels with confidence and exercise sound judgment, tact and confidentiality in relation to donors and the general public.
- Proven ability to develop annual plans, set priorities, use planning and analytical skills, complete work with minimal supervision and meet deadlines.
- Ability to work in a fast paced environment, prioritize and multi task.
- Strong interpersonal skills and team player with a flexible and helpful attitude and outlook.
- Experience in use of eTapestry or other CRM software and general proficiency in the use of MS Office software.
- Knowledge of CRA charity guidelines and adherence to the AFP Code of Ethics.
- Positive team player with a collaborative work style with all levels and team structures.

Personal Characteristics:

The Manager, Corporate Engagement and Partnerships should demonstrate competence in some or all of the following:

1. **Creativity/Innovation:** Develop new and unique ways to improve the finances of the organization and to create new opportunities.
2. **Behave Ethically:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and aligns with the values of the Christmas Bureau.
3. **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Christmas Bureau.
4. **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
5. **Focus on Donor Needs:** Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the Christmas Bureau's parameters.
6. **Foster Teamwork:** Works co-operatively and effectively with others to set goals, resolve problem, and make decisions that enhance the Christmas Bureau's effectiveness.
7. **Lead:** Positively influence others to achieve results that are in the best interest of the Christmas Bureau.
8. **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the Christmas Bureau.

9. **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
10. **Plan:** Determine strategies to move the Christmas Bureau forward, set goals, create and implement actions plans, and evaluate the process and results.
11. **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Accountability: The Manager, Corporate Engagement and Partnerships is accountable to the Executive Director of the Christmas Bureau of Edmonton.

Applications

The Manager, Corporate Engagement and Partnerships, is a full time continuing position that offers a benefits package and annual salary commensurate with experience and qualifications.

This position will remain open until a suitable candidate is found.

To formally apply, please submit your resume and covering letter to employment@christmasbureau.ca and to the attention of: Darlene Kowalchuk, Executive Director, with the subject line – Manager, Corporate Engagement and Partnerships.

Thank you for your interest in employment with the Christmas Bureau of Edmonton. The Christmas Bureau of Edmonton is an equal opportunity employer and is committed to an equitable and inclusive workforce and encourages all those who may contribute to the further diversification of ideas and experiences to apply. We will be reviewing applications to select the candidate whose qualifications, experience and attributes most closely meet our needs. Only applicants selected for interviews will be contacted.