
CORPORATE RELATIONS MANAGER

SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive.

POSITION SUMMARY

The Corporate Relations Manager is a frontline fundraising position responsible for corporate sponsorships and philanthropy. Primary duties include research of new accounts, solicitation of new and existing accounts, and year round stewardship. This individual is also in charge of select hotel and restaurant sponsorships, as assigned. Securing new business is primary activity.

CLASSIFICATION

Regular Exempt

REPORTING STRUCTURE

Reports to the Director of Strategic Partnerships
Supervises Community Relations Officer

PRIMARY DUTIES AND RESPONSIBILITIES:

- Secure new sponsorship underwriting by identifying prospects, researching, qualifying, approaching, and soliciting to secure support. Responsible for all steps of the fundraising cycle and best practices to move relationships through the process.
- Works with major gifts or accounts over \$10,000 in capacity.
- Field cold calls from businesses interested in getting involved with our organization and follow up to secure support.
- Increase the exposure and understanding of SIFF within our community by making in person visits, speaking to stakeholders over the phone and virtually to develop relationships and secure new support.
- Submit proposals with an action plan to gain support.
- Complete a weekly projection plan to demonstrate sales activities and follow-up with monthly activity reports to demonstrate goal achievements.
- Work with team members to ensure that quality work is being performed and deadlines are being met.
- Represent the organization at community and networking events.
- Collaborate with management and staff to set goals and determine organizational needs.
- Document all sponsorships and complete all necessary paperwork for accounting and operational fulfillment.
- Maintain excellent relationships with existing account base and expand relationships where possible.

- Ensure fulfillment and delivery of all deliverables.
- Creation and presentation of fulfillment reports and project evaluations.
- Recruitment and oversight of interns and volunteers as necessary.
- Other duties as assigned.

EXPERIENCE AND GENERAL QUALIFICATIONS:

- A Bachelors Degree with a minimum of 2 years frontline fundraising or sales experience, or an equivalent combination of education and experience to meet the minimum requirements.
- Proven track record of successful sales in a non-profit environment.
- Action-oriented with a great personality.
- Excellent written and oral communication skills, with demonstrated capabilities delivering compelling presentations and proposals.
- Excellent organizational skills.
- Exhibit a keen attention to detail, including follow-through and follow-up.
- Demonstrated ability to work with diverse, creative personalities.
- Be able to set and keep to internal deadlines.
- Driven and passionate about community and donor development.
- Creative contributor.
- A self-confident team player.

Preferred Skills:

- Familiarity and comfort with a Mac based office, experience using Mac Office.
- Proficiency with PowerPoint, Word, and Excel.
- Familiarity with FileMaker database.
- A Masters Degree in a related field is a plus.

TO APPLY

Email cover letter, resume, and a brief (not to exceed two pages) writing sample to siffjobs@siff.net with the subject line "Corporate Relations Manager." Position closes 5 pm, Monday, October 6, 2014 with a start date as early as Thursday, October 16.