

JOB DESCRIPTION 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.

OVERVIEW AND IMPACT:

The **Corporate Relations Manager** is a frontline fundraising position responsible for developing corporate sponsorships to support SIFF's impact in our community. Reporting to the Director of Strategic Partnerships, the Corporate Relations Manager will research new accounts, solicit new and existing accounts, and promote year round stewardship. Primary activities for the position include securing new sponsorships, and building existing relationships for corporate investments in SIFF - \$25K to \$100K in cash contributions and \$10K - \$200K in in-kind support.

SIFF is a \$10 million/year organization, with a target annual cash sponsorship of \$900K and in-kind goals reaching \$3 million. This is an opportunity to be an integral member of our dynamic development team.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Secure new sponsorship underwriting by identifying prospects, researching, qualifying, approaching, and soliciting to secure support. Adhere to steps of the fundraising cycle and best practices to move relationships through the process.
- Solicit and secure 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.

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- Create and present fulfillment reports and project evaluations.
- Recruit and oversee interns and volunteers as necessary.

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 for the position.
- Proven track record of sales success in a non-profit environment.
- Experience working with major gifts or accounts over \$10,000 in capacity.
- Comfortable with national brand solicitations and major accounts in a variety of business sectors from Airlines to Insurance, Technology and Communications.
- Must be an action-oriented individual and comfortable taking risks.
- Excellent written and verbal 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.
- Demonstrate an ability to work with diverse, creative personalities.
- Be able to set and keep to internal deadlines.
- Have drive and passion for community and donor development.
- Be a creative thinker and contributor.
- Have strong self-confidence but also be a team player.
- Strong communication, writing, and interpersonal skills required.

Preferred Skills:

- Familiarity with working in a Mac based office. Experience using Mac Office, specifically proficiency with PowerPoint, Word, and Excel.
- FileMaker database familiarity.
- A Masters Degree in a related field is a plus, but is not a requirement.

COMPENSATION:

Salary D.O.E., benefits (Health, Vision, Dental) and a generous vacation package

TO APPLY:

Email letter of interest and resume to siffjobs@siff.net indicating Corporate Relations Manager in the subject line.

SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender expressions and sexual identities, and from persons living with disabilities, to apply to become a part of our organization.