

**Position:** Manager of Corporate Partnerships



**FLSA Classification:** Exempt

**Reporting Relationship:** Chief Development Officer

**ABOUT BIG BROTHERS BIG SISTERS OF METRO CHICAGO (BBBSChi):**

**BBBSChi's Mission** is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

**BBBSChi's Vision** is that all youth achieve their full potential.

BBBSChi is an affiliate of the oldest, most respected mentoring organization in the US. BBBSChi is a professionally managed, mission driven, performance based organization providing high quality, safe and impactful 1:1 mentoring services to over 1,300 children/families across four counties in Metro Chicago: Cook, DuPage, Lake County, IL and Lake County, IN.

As Metro Chicago and Northwest Indiana's largest donor and volunteer supported mentoring network, BBBSChi makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") from age seven through high school graduation. Private corporate, foundation and individual contributions provide 94% of BBBSChi's revenue base upon which we build programming that meets the needs of each child individually. Our programs are proven to keep kids in school, build positive behaviors and on the path to post-graduate success. Learn more at [www.BBBSCHGO.org](http://www.BBBSCHGO.org).

**BBBSChi's Core Value** is a deep belief that Justice, Equity, Diversity and Inclusion is paramount and fundamental to BBBSChi's success. We all work to build and maintain an inclusive and equitable work environment for our staff, volunteers, and program participants. It is our belief that every staff member should embrace JEDI principles in the decision-making process. Therefore, we fully expect the ideal candidate will carry out their function with these core values in mind and treat everyone respectfully, fairly and equitably.

**Position Summary:**

The Manager of Corporate Partnerships - reporting to the Chief Development Officer and as a part of the Fund Development team - will oversee and manage all duties related to the planning and execution of BBBSChi's corporate fundraising portfolio. The primary responsibility of this position is retaining and stewarding existing corporate donors, identifying and cultivating new corporate partners, and building year-over-year increases in portfolio funding to support the Agency's growth. Corporate partnership funding includes philanthropic mission support (cash donations, grants, event sponsorship and site-based program support), employee giving and gifts in kind. **Success in this role demands exceptional interpersonal and communications skills, self-starter with a performance-driven mindset, an individual who is respectfully relentless**

**and fearless, superb strategic and organizational abilities coupled with excellent time-management and a highly developed collaborative nature.**

In addition to relationships with external corporate partners, the Manager of Corporate Partnerships will engage and enlist the support of both the Executive and Leadership Board (young professionals) members.

**Supervisory Responsibilities:**

This position has no supervision responsibility.

**PRIMARY RESPONSIBILITY: Corporate Partnerships (80%)**

In collaboration with the Fund Development and Marketing team, the Manager of Corporate Partnerships will lead BBBSChi's comprehensive corporate relation efforts, aiming for year-over-year growth.

- Nurture and expand existing corporate partnerships while establishing new ones to achieve annual goals
- Create and present effective proposals which align with both the Agency's and the corporate partner's needs
- Develop meaningful business relationships with existing and potential Agency partners
- Communicate effectively and consistently with all corporate partners and across all areas of the organization including fund development, finance and program teams
- Ensure that every corporate partner receive superior service (including consistent communication) and coordinate with team members to ensure fulfillment of agreed upon deliverables and reporting of outcomes
- Leverage external resources and tools (e.g., Sales Navigator, *Crain's Chicago Business*, etc.) to develop ongoing and executable prospect plans
- Analyze specific CSR/ESG/marketing needs of current and prospective corporate partners to find mission alignment
- Partner with the Fund Development team and Board members to sustain and develop corporate partnerships
- Other duties as assigned

**Key Responsibility: Program Team Coordination (15%)**

In association with corporate funding that is tied to placed-based or specific geographic areas, collaborate with the BBBSChi Program team to ensure that agreed upon deliverables, goals and metrics are achieved.

**Key Responsibility: Fund Development Team Support (5%)**

Contribute insights, relevant feedback and energy to help the team successfully advance the entire portfolio (grants, special events and individual donors).

**Skills and Qualifications:**

- An understanding and passion for the Big Brothers Big Sisters' mission

- Dynamic/engaging personality, outstanding customer service skills and strong experience with sales/fundraising
- Motivated self-starter who is detail and accuracy oriented, customer-oriented with impeccable communication and follow-through skills
- Strong commitment to producing measurable results, target driven
- The ability to work both independently and as a member of a team
- Proactive and highly organized with a strong sense of initiative and a demonstrated ability to think critically and problem solve
- Superior written and oral communication and presentation skills; ability to clearly and passionately communicate about programs and services and to craft compelling partnership proposals and case for support materials
- Demonstrated ability to focus quickly on the essence of an issue.
- Ability to celebrate successes and learn from setbacks
- Understanding of corporate philanthropy and a track record of developing and stewarding corporate partnerships and securing corporate funding
- LIFE EXPERIENCE: Acknowledging that many of your most character-building experiences -- where resourcefulness, initiative, and grace were required to persevere -- do not show up neatly on a resume, please use your cover letter to tell us why you think you would be a good fit for this job, especially noting qualifications that do not appear on your resume.

**Requirements:**

- BA or BS degree required, preferably in a public relations, marketing & communications, business or other related field
- Eight years of direct, applicable experience can be substituted in order to satisfy degree requirement
- A minimum of four years of relevant experience (fundraising, business development, sales, etc.)
- Must be a passionate advocate for the mission with the ability to effectively represent and communicate the need and value proposition to corporate partners/prospects
- Experience with non-profits and/or fundraising preferred
- Proven experience in forging mutually beneficial partnerships with corporate partners/customers
- Excellent verbal and written communication skills including the ability to talk and write with clarity, confidence and competence for a wide variety of audiences
- Understand and provide superior customer service
- Strong time management, organizational and creative problem solving skills
- Demonstrated ability to work independently and the flexibility to also work effectively in a team environment
- Must be able to effectively work in a fast-paced environment and demonstrate the ability to juggle multiple projects while keeping key constituents in the loop
- Proficiency with Microsoft Office Suite (including Outlook, Excel and PowerPoint)
- Must be willing and able to work occasional evening and weekend hours
- Access to reliable transportation occasionally required
- Must be able to lift 40 lbs. and stand for extended periods of time

- Must be willing and able to work with diverse populations

*\*Research suggests that people often apply only for jobs where they feel they have checked every box in the job posting. If you are unsure whether you check every box above, but you think you have what it takes to join our team, we want to hear from you.*

**Work Environment:**

This position operates in a professional office environment on a hybrid work schedule. Currently, **a minimum of two days** in the office are required each week. This role routinely uses standard office equipment such as computers, phones, photocopiers, etc.

**To apply**, please forward your resume, cover letter (see LIFE EXPERIENCE above) and salary requirements to:

[BBBS Career Page](#)

Big Brothers Big Sisters of Metropolitan Chicago  
Attn: Human Resources  
130 S. Jefferson Street, Suite 200  
Chicago, IL 60661

**BBBS is an Equal Employment Opportunity Employer**



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