



Corporate and Institutional Development Associate Job Description

The Corporate and Institutional Development Associate (CID) will support the development program with a focus on corporate, foundation, and other institutional giving. The fundraising program's growth will provide natural opportunities to build and cultivate supporter for the organization. The position will manage GreenHill's corporate relationships and work in conjunction with the Development Committee of the Board and the GreenHill's internal planning group to create the best strategy for each prospect's charitable mission. This is a part-time position.

Key Responsibilities

The CID is a smart, high energy and strategic leader who raises funds to help achieve revenue goals that will support all efforts of the organization. CID identifies new potential supporters and develops comprehensive strategies based on research and evaluation. S/He works collaboratively with GreenHill staff and board committees to create and implement donor/sponsorship objectives including a corporate partnership plan and manage execution and fulfillment of sponsorship agreements and related elements.

- Work with Executive Director, Development Committee and others on the GreenHill team to identify and enlist new funders through an entrepreneurial approach to prospect identification and cultivation.
- Work with Development Committee, Executive Director and marketing/development team to develop detailed cultivation and solicitation strategies for each prospect within the context of a multi-year plan.
- Research, identify and recommend a range of philanthropic and marketing-related strategies to promote sponsorship opportunities. Manage pre-meeting activity, including pitch, presentations, and proposals.
- Maintain communications with supporter partners to keep them current on value-added opportunities and to acknowledge their contributions.
- Track results and create recap reports for all corporate partners as determined by the corporate partnership agreement.
- Take responsibility for financial reporting of sponsorship activities, running queries and generating reports on sponsorship activity.
- Maintain a solid understanding of GreenHill, its programs and initiatives, history and goals.
- Review institutional and corporate partnerships and cause-marketing trends and identify opportunities to incorporate these trends where appropriate.

- Takes lead on event management for fundraisers and other cultivation events.
- Work collaboratively with the entire GreenHill staff and board to identify, solicit and secure sponsors and in-kind donations for events.
- Work closely with Executive Director to develop and implement a strategy for attaining revenue and promotional goals.
- Attends board meetings and takes minutes on behalf of Board Secretary.
- Able to work evenings and weekends as required.

Required Qualifications:

- The ideal candidate will be a high-achieving, goal-oriented individual to lead our corporate and institutional fundraising and cause-related marketing programs; this is not a "traditional" non-profit development position. The successful candidate will have a proven track record of success in development, marketing, sales or a related field, and will:
- Come to the table with contacts, leads, and the proven ability to open doors and close deals with local, regional and national prospects
- Be able to use social networking tools to develop new prospects
- Have experience and enthusiasm for city-wide networking
- Work well with others in a small, entrepreneurial, and collegial organization in a fast paced environment
- Have a passion for the organization's mission - and a personal commitment to its success
- Strong knowledge of and ability to apply fundraising techniques and build corporate donor relations
- Exceptional written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Ability to work with people from diverse backgrounds
- Excellent oral presentation skills
- Strong computer competency, familiarity with fundraising databases a plus
- Ability to clearly articulate policies and programs and respond to donors' questions or concerns
- Ability to excel in fast-paced, changing, and challenging environments
- Strong organizational and analytical skills
- B.A./B.S. and four to six years in marketing, sales or development

This position reports directly to the Executive Director. The CID is a part-time, 20 hours a week position evaluated quarterly to ensure targets are met. There is a clear expectation that the CID will generate funds within one year to cover his/her salary and contribute significantly to the overall contributed /grant/sponsorship goals of the organization.

About GreenHill

Go to www.GreenHillNC.org

To Apply

The position will remain open until filled, however review of applications will begin December 1. Send resume and cover letter via email addressing relevant experience and interest in the position, contact information for at least 3 references, and salary history to Laura Way, Executive Director + CEO via email at Laura.Way@GreenHillNC.org

NO PHONE CALLS ACCEPTED

EQUAL OPPORTUNITY EMPLOYER. It is GreenHill's policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including but not limited to, cancer related or HIV/AIDS related), sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.