YORK COUNTY HISTORY CENTER
Position Description

Position Title: Manager of Corporate Relations
Primary Location: Historical Society building
Status: Part-time, Exempt
Supervisor: VP of Advancement

Summary:

Recently, the York County History Center embarked upon an exciting, innovative and important project to establish a cultural destination in downtown York city that spurs economic development and connects historical assets throughout the county. To realize this ambitious goal, the History Center is assembling a dynamic team to assist in delivering high quality history programs and experiences to attract people throughout the region.

Key to the History Center’s success is a strategic innovator in the role of Manager of Corporate Relations. This important position plays an integral team role in the York County History Center’s efforts to raise over $800,000 annually through EITC and sponsorships. The Manager will have direct responsibility for results in establishing business sponsorships - financial contributions or gift-in-kind - to support events, programs, special projects, symposiums, and other programmatic opportunities.

Essential Duties:

- With the Advancement team, develop a comprehensive annual corporate sponsorship plan to support the History Center’s array of priority activities.
  - Work with appropriate division/department to develop a case for support and sponsorship packet(s).
  - Write proposals and grants.
- In concert with VP of Advancement, establish business portfolios for board members to cultivate, solicit and steward.
- Create, manage and benchmark a portfolio of corporate sponsors for direct annual solicitation.
  - Maintain calendar of proposals and reports and research new opportunities.
  - Utilize database moves management to record work accomplished and set future steps.
- Ensure sponsorship benefit fulfillment and proper recognition occur.
- Work with companies to offer EITC opportunities as a support mechanism for educational programs.
- Attend those community events most likely to generate new potential prospects and partnerships.
- Develop and implement stewardship plan for corporate relationships
- Secure Business Partnerships in conjunction with Membership in order to enhance benefits.

Outcomes:

- Establish a list of current and prospective sponsors or EITC participants.
  - Carry 50 - 75 businesses in the portfolio.
  - Conduct 8 – 10 average visits a month to build relationships.
Increase corporate sponsorships to special events year over year by 5%

Qualifications:

- Bachelor's degree
- Two years or more experience in sales, donor/corporate solicitation, membership or equivalent with proven results.
- Excellent relationship and communication skills
- Proficient in computer skills including database management
- Demonstrated attention to detail, ability to meet deadlines and prioritize multiple tasks.
- Flexible, professional & friendly approach and disposition
- Ability to work evenings and weekends
- Valid driver's license with good driving record

Send cover and resume to Heather Maneval; hmaneval@yorkhistorycenter.org, no later than February 28, 2020.