



New York Cares  
65 Broadway, 19th Floor  
New York, NY 10006  
Tel: (212) 228-5000  
Fax: (212) 228-6414  
[newyorkcares.org](http://newyorkcares.org)

# Job Description

## About New York Cares

New York Cares exists to turn passion into action, leverage resources through partnership, and create long-lasting change across New York City. We've become the City's leading volunteer management organization by adapting and responding to our most pressing community needs – from everyday challenges like food insecurity and educational inequity to relief efforts in response to 9/11 and the COVID-19 pandemic.

We foster dynamic relationships with all stakeholders by committing to our core values: equity, humanity & trust. We see value in each of our stakeholders. Be it our volunteers, donors, staff, or community partners; we know we work best when we work together. When new challenges arise, we look to our network of over 1,000 nonprofits, schools, and government agencies across the 5 boroughs to inform our response. We build trust with our 50,000 annual volunteers who give of their time and skills to meet the current needs.

As we grow our team, we are committed to creating a workforce that reflects the communities we serve. New York Cares is dedicated to fostering a workplace where every employee feels valued, finds a place of belonging, and brings their authentic self to work.

## About the Institutional Relations Team

New York Cares' 12-person Development Team raises \$9mm+ annually from a diverse portfolio of institutional funders. The Corporate Officer will work with a team of seven (four frontline fundraisers and 3 corporate service leads), with a combined goal of raising \$4mm+ from corporations. This creative and dynamic team always strives to come up with innovative ways to engage corporations in our work and invest in our programs, strategies, and visions.

## About the Officer, Corporate Relations

A crucial member of the Institutional Relations team, the Officer, Corporate Relations, works with the corporate team on donor solicitation and stewardship efforts and deepening the prospective donor pipeline. The position is responsible for the creative development, design, implementation, and evaluation of corporate fundraising strategies with 150+ corporate partners to support financial and relationship building goals for New York Cares. The Officer will grow and manage relationships within a portfolio of corporate partners to raise more than \$1.5 million for community-based programs. The ideal candidate will be a strategy-focused, collaborative fundraiser with a drive to build new funding streams.

## Responsibilities:

- Works closely with the Director, Institutional Relations to set and implement overall strategic direction to advance corporate proposal renewals and new solicitations

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- In partnership with the Director, advances equitable fundraising and funding practices by educating institutional supporters.
- Maintain a personal portfolio of donors and prospects with specific financial goals, outreach, and solicitation strategies, and stewardship.
- Generate corporate revenue including corporate gifts, grants, sponsorships, matching funds, from a portfolio of approximately 150+ corporate partners. Activities will include:
  - Create pitches and write proposals for new and existing corporate partners.
  - Lead pitch meetings with new and existing corporate prospects.
  - Analyze giving trends and identify opportunities for increased fundraising from portfolio of corporate companies.
  - Research new funding sources and design creative strategies to secure new sponsorships.
  - Negotiate corporate partnerships to ensure mutually beneficial value.
- Collaborate cross departmentally with programs departments to design and implement corporate volunteering programs and funding packages.
- Act as a lead staff member on corporate employee service projects throughout the year (1-2 times per month during the regular season and once per week during the summer)
- Execute administrative tasks such as gift entry and letter preparation as they relate to funding portfolio.
- Collaborate with Individual Giving team and Marketing and Communications on strategic avenues to expand corporate support
- Other appropriately related projects/duties as assign

## Core Competencies:

We seek a motivated, creative thinker with direct fundraising experience, who is passionate about engaging corporations to help us achieve our program goals and help them execute their community investment strategies. Successful candidates will possess:

- Three years of fundraising, sales, and/or account management experience.
- Superb communication skills (verbal and written). Excellent interpersonal, oral, and written presentation skills.
- Excellent organizational and project management skills, with high attention to detail.
- Track record of meeting deadlines and successfully managing concurrent projects.
- Knowledge of corporate social responsibility and industry trends.
- A desire to constantly improve processes and methods, and a willingness to be flexible when opportunities arise.
- Committed team player with strong record of collaboration.
- Entrepreneurial – willing to try new approaches and refine when needed.
- Excellent task, time and project management skills, ability to set goals and objectives, and use tools to update projections regularly.
- Proficient in Microsoft Office Suite, including Excel.



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- Experience using Salesforce.org, Mailchimp, Apollo, and/or similar technical systems preferred.
- Ability to work with highly sensitive, confidential information.

### Education/ and or Experience:

- Bachelor's degree. Experience with donor solicitation and fundraising techniques, sales, communications, and marketing. Demonstrated analytical skills related to complex donor research.

**Salary:** Mid \$60,000's to Low 70's, competitive vacation and benefits package including summer Fridays and a vacation week between Christmas and New Year's

**To apply:** Please submit a cover letter, resume, and salary requirements by email to [hr@newyorkcares.org](mailto:hr@newyorkcares.org), with the subject line **Officer, Corporate Relations**

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.  
New York Cares is an Equal Opportunity/Affirmative Action Employer.

[www.newyorkcares.org](http://www.newyorkcares.org)