Position Title: Community & Corporate Development Director

Reports to: CEO  
FLSA Classification: Exempt  
Supervises Others: Yes  
Dept: Community & Corporate Development  
Entity: OneOC Core

JOB OVERVIEW: OneOC, a non-profit organization, seeks a seasoned and dynamic leader to grow the organization's capacity through sponsorships, fundraising and CSR business development activities with local companies, funders, and community leaders. Under the general direction of the CEO, the Community & Corporate Development Director organizes, oversees, coordinates, and delivers on the established fundraising, sponsorships and CSR business goals and strategies which support the organization's mission. Our ideal candidate is an accomplished team leader who enjoys working in a fast-paced, organization with a proven track record in fundraising, sponsorship & business development, strong community networks, working with funders, experience with CSR leading practices, nonprofit knowledge, and has an entrepreneurial spirit.

GENERAL JOB FUNCTIONS:
The Community & Corporate Development Director serves on the Leadership Team and partners with the CEO to ensure that the organization continues to serve its mission by securing the necessary financial resources, growing fundraising and CSR business development pipelines and leveraging community support. The Community & Corporate Development Director leads both strategic and functional levels to develop organizational capacity to serve its mission. The position works with employees at all levels to assure day-to-day administrative and operational efficiency and ensure compliance with all reporting entities including systems and internal controls of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Generates agreed upon sponsorships, funder, and CSR goals on an annual basis with focus on new pipeline development and revenues.
• Ensures sponsorships, funder and CSR re-occurring revenue goals are met for the year. Works to re-engage lapse donations, grants, and sponsorships.
• Develops and implements sponsorships, funder & CSR business development strategies for the organization.
• Provides strategic oversight and coordination to the OneOC grants program working with the leadership team and third-party firm to meet goals and objectives for the year.
• Writes grant proposals as required, maintains grant records, submits grant reports and provides appropriate acknowledgments to all donors.
• Leads prospect/pipeline development, strategies for CSR services.
• Prepares tactical objectives and a budget for fund development on an annual basis.
• Ensures tracking, reporting & tools for areas of responsibility are implemented.
• Collaborates interdepartmentally to strengthen business development activities.
• Oversees special events planning, implementation and evaluation.
• Stays informed on external trends and opportunities related to assigned areas of responsibility.
• Serves as an executive sponsor for identified client accounts.
• Communicates effectively and courteously with all contacts – internal and external. Works collaboratively with diverse people, varying in seniority and work experiences.
• Supports the vision and goals of OneOC.
ADDITIONAL RESPONSIBILITIES:
- Leads volunteer tasks forces and committees as assigned.
- Meets all requirements for confidentiality and for management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage.
- Maintains current knowledge of and complies with organizational and department policies and procedures.

EDUCATION AND/OR EXPERIENCE:
- Minimum of 10 years’ experience in successful fundraising / sales leadership position.
- Successful track record of generating fundraising and earned revenue for an organization with specific focus on sponsorship development and funding support.
- Demonstrated results of connecting with local leaders, groups and networks.
- Experience with Corporate Social Responsibility (CSR) and nonprofits preferred.
- Proven fundraising and financial results across multiple service/business lines.
- Possesses strong written and oral communications skills.
- Highly organized with proven ability to prioritize responsibilities, handle multiple deadlines and be proactive and productive in a fast-paced work environment.
- Demonstrated ability to work independently on self-directed projects and to collaborate in a team environment to drive business development from strategy through execution.
- Ability to inspire and motivate individuals and teams resulting in a strong desire and passion that allows the organization to meet its mission.
- Possesses excellent project management skills with an affinity for consistently producing high-quality work.
- Possesses a positive attitude, strong interpersonal skills, leadership qualities and a flexible team-oriented approach to working with others with an intellectual curiosity and professional drive.

COMPUTER & EQUIPMENT SKILLS:
- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word and Excel as well as Internet and email programs proficiently.
- Uses typical office equipment.

PHYSICAL JOB REQUIREMENTS:
- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Exposed to typical office environment conditions and noise levels.

MENTAL AND REASONING REQUIREMENTS:
- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work in order to meet deadlines.
- Able to project likely future occurrences based on current or historic data.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.

OTHER RESPONSIBILITIES:
- Maintains professional behavior, dress and appearance at all times
- Attends meetings and trainings as requested
- Assists with other duties as assigned on a regular or occasional basis.
Drives personal car on business; maintains a driving record and personal car insurance in accordance with organization's policies and provides related records periodically.

To apply, please forward your resume to sbrooks@oneoc.org.

Deadline to apply is Monday, 06/29/2020

OneOC is proud to be an equal opportunity employer.