



TITLE: Manager, Corporate Relations

LOCATION: Washington, DC

REPORTS TO: Director of Development

TYPE: Full-Time, Exempt

Organization Overview: Exponent Philanthropy is a member-led community of lean funders—those who make grants with few or no staff—where foundation leaders and individuals turn to gain insight, share practices, and seek support in making decisions. Exponent Philanthropy connects them with answers, experts, and peers to create a community of fulfilled and, ultimately, more effective philanthropists. Our vibrant network represents all 50 states and a few international members that embrace a style of philanthropy motivated by personal passion, community need, and a strong desire for better outcomes.

In our team, we look for highly collegial, ethical, bright, and customer service-oriented individuals who have a commitment to quality work. Staff members are passionate about our mission and core values. They are driven by an entrepreneurial spirit and have a strong outcomes orientation. Our members come from all walks of life and so do we. We're proud to hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organization stronger. If you share our values and our enthusiasm, you will find a home at Exponent Philanthropy.

Position Overview: The Manager, Corporate Relations provides critical operational and strategic support for Exponent Philanthropy's fundraising team. The successful Manager will be relationship-centered, goal-oriented, collaborative, and self-motivated.

RESPONSIBILITIES:

PROGRAM MANAGEMENT (40%)

- Manage all aspects of the Corporate Partner Program, including stewardship, partnership renewals, and program communications strategy/plan
- Partner with Director on program strategy and execution
- Draft corporate partnership agreements and conduct appropriate follow-up to ensure full execution
- Coordinate with relevant departments to clarify roles in implementing corporate partner agreement benefits
- Oversee corporate partner webpages, working with digital team on design, corporate partner visibility, and strategy to drive traffic to the site

Annual Conference

- Partner and strategize with the Director to solicit support for the Annual Conference



- Coordinate with marketing team on communication strategy to prospective sponsors for the conference
- Coordinate with internal staff to ensure sponsor and partner benefits are implemented appropriately
- Serve as on-site point of contact for sponsor and partner logistics

PROSPECT RESEARCH & LEAD GENERATION (35%)

- Proactively conduct prospect research using internal and external resources to identify viable corporate prospects to support the organization through the Corporate Partner Program
- Manage pipeline of viable prospects and take the appropriate steps for outreach and relationship cultivation
- Surface opportunities in target markets for longer term relationship building

OPERATIONS (25%)

- Manage Salesforce records to support all aspects of corporate partner management process including data collection and entry to ensure accuracy of contact information and points of engagement
- Coordinate with various staff members to conduct timely reconciliation of revenue numbers and ensure accuracy of data and reporting
- Produce revenue reports to inform both department and organizational planning and provide updates as needed

QUALIFICATIONS

Exponent Philanthropy seeks to not only acquire top talent, but continuously develop and retain top talent. The ideal incumbent will possess proven experience, be committed to continuous learning, and motivated to take on challenges. The qualifications below have been identified to improve the likelihood of employee success, engagement, and satisfaction.

- Bachelor's degree
- 3-5 years of experience in corporate and foundation relations work, prospect research, and fundraising operations
- OR an equivalent combination of education and experience

Additional criteria include:

- Experience with Salesforce required; Asana a plus
- Goal-orientation with strong attention to detail, as well as excellent writing, communication, and project management skills
- Strong ability to multi-task, manage time wisely, and maintain a high level of quality control
- Strong ability to both work independently and collaborate with others to achieve goals
- Effective customer service skills including the ability to interact positively with staff at all levels
- Willingness to learn about diversity, equity, and inclusion principles and practices, and participate in Exponent Philanthropy's equity learning journey



- Staff management experience a plus
- Willingness to travel occasionally (post-pandemic)

Salary and Benefits: The salary range for this position is \$65K - \$75K, commensurate with experience. In addition, Exponent Philanthropy offers a competitive suite of benefits, including fully covered health insurance for the first year, and a subsequent benefits package equal to 21% of salary to cover your choice of health, dental, vision, disability, and/or life insurance, and 401(k) retirement contributions. Our total benefits offering is designed to support employee wellness while also providing the flexibility to customize your package.

To Apply For Position: This position is open to candidates nationwide. Interested parties should email cover letter, resume and salary expectations to hr@exponentphilanthropy.org and include "Manager, Corporate Relations" in the email subject line. Applications will be accepted until the position is filled. Incomplete applications will not be considered. Although we value initiative, we cannot field phone calls regarding the position.

Exponent Philanthropy is committed to fostering a diverse, equitable, and inclusive environment. We are proud to be an equal opportunity employer. Our organization recruits, hires, trains, and promotes persons in all job titles without regard to race, color, religion, national origin, sexual orientation, marital status, personal appearance, familial status, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, gender or age (except where gender or age is a bona-fide occupational qualification, as defined by law), genetic information, or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law).