



## **CORPORATE AND COMMUNITY GIVING MANAGER**

360 Youth Services, a non-profit agency transforming the lives of youth for over 50 years, is looking to hire an experienced **Corporate and Community Giving Manager (CCGM)**.

Our ideal candidate is a **highly successful strategic fundraiser** with excellent skills in managing a caseload of corporations, foundations, service clubs, churches, and government agencies with an emphasis on annual gifts of \$3,000 to \$5,000 and higher. The CCGM will establish and manage a corporate and community giving plan to effectively solicit and steward gifts through face to face solicitation, phone solicitation, proposal and grant-writing, gift stewardship, presentations, and networking.

This **full-time (40 hours/week) exempt** position is a member of the Development Department, which leads the agency's effort to ensure short-term goals are met and long-term financial stability is achieved. The Corporate and Community Giving Manager is responsible for increasing awareness and revenue by managing relationships with private foundations, corporations, corporate foundations, service clubs, churches, and government entities.

The position provides expertise to advance 360 Youth Service's mission by continually identifying and prioritizing new corporate and community prospects and developing strategies for communication and approach to these potential funders. Day to day work includes researching, identifying, and soliciting sources of support; proactively seeking opportunities to generate new proposals based on prospects' guidelines and interests, writing, editing, and submitting proposals and reports in conformance with guidelines issued by corporate grantors as well as maintaining strong communication with funding entities. The ideal candidate will be comfortable cultivating relationships through multiple channels and presenting to small groups.

### **Duties and Responsibilities:**

1. In conjunction with the Chief Philanthropy Officer, designs, implements and manages a proactive fundraising strategy that expands and enhances foundation, corporate, service club, faith community, and government relationships leading to monetary support, including sponsorships for events.
2. Builds relationships with service clubs, faith communities, and local organizations to increase annual support and raise awareness through presentations, written proposals, and community engagement.
3. Cultivates relationships through offering volunteer opportunities to members of the community.

4. Leads and executes day-to-day management of cultivation activities including researching, planning, outlining, drafting, and/or editing grant proposals; creating and maintaining a comprehensive engagement calendar; tracking and reporting key metrics; designing moves management plans for visits, communications, tours, and other cultivation activities.
5. Works with Direct Service Staff and Leadership Team to determine areas of need and projects; attends Grants and Development Committee meetings.
6. Develops highly competitive proposals that leverage diverse foundation and corporate goals that align with the agency's goals.
7. Successfully leverages corporate matching programs.
8. Develops, implements, and maintains stewardship strategies for foundations, corporations, service clubs and other funding entities.
9. Maintains a thorough research effort to assess the giving patterns of local, regional, and national corporations, foundations, and government entities.
10. Initiates opportunities for the Development Team, CEO, Board of Directors, and/or Direct Service Staff to interact with funders, as appropriate.
11. Serves as 360 Youth Service's representative at community events, as needed.
12. Assists with Development functions, as needed; local travel may be required.

#### **Relationships:**

1. Supervised by the Chief Philanthropy Officer.
2. Establishes and maintains contact with corporations, foundations, service clubs, faith communities, and government agencies.
3. Communicates and engages with Direct Service Staff, as appropriate.

#### **Qualifications and Characteristics:**

1. **Education:** Bachelor's degree required.
2. **Experience:** A minimum of 5–7 years' experience with grants and community engagement. Experience writing and managing grants and proposals with a variety of entities including government and civic organizations.
3. **Competencies:** Must be detail oriented and have excellent communication (verbal and written), problem solving, and organizational skills.
4. **Technical Skills:** Highly proficient in Microsoft Office Suite and Raiser's Edge database and/or RENXT. Familiarity with research and supplemental grant service sites is preferred.
5. **Social Skills:** Possess a positive attitude and the ability to take initiative, work independently and be a collaborative team player.
6. **Storytelling:** Superior writing, speaking, and storytelling abilities.
7. **Leadership:** Able to demonstrate professionalism, flexibility, and good judgment.
8. **Mission-Driven:** Reinforces 360's mission and vision with the organization and the community.
9. **Collaboration:** Advocates for inclusion and diversity always. Initiates the development of relationships with civic/business partners and community leaders that advance 360's presence throughout the community.
10. **Personal Growth:** Models adaptability and an awareness of the impact of change. Demonstrates a hunger to maintain and learn skills.

**Special Conditions:**

1. Must have privately owned vehicle, valid driver's license, good driving record and liability insurance. Travel between locations and partnering sites may be required.
2. Position may require some weekend and evening hours.
3. Must be able to operate general office equipment.
4. Must be able to lift 25 pounds.

**ORGANIZATIONAL VALUES:**

Our values unite us as an organization. They are the anchors that steer our behavior, interactions with each other and provide a guide for decision-making.

- Compassionate: We wholeheartedly care for and listen to others
- Empowering: We nurture potential, build on strengths, and inspire hope for a brighter future
- Inclusive: We accept others completely as they are
- Affirming: We encourage and celebrate personal identity
- Respectful: We hear people where they are and are willing to work on judgments we may have towards others while treating people with the highest regard
- Authentic: We are truthful and transparent in what we say and do

**About 360 Youth Services:** 360 is a powerful organization joined together by a shared commitment to change lives and inspire hope. By strengthening emotional skills, reducing youth access to and use of alcohol and other drugs, and ending the experience of homelessness, 360 works passionately in our pursuit to help children, teens and young adults experience their full potential.

360 Youth Services is an equal opportunity employer. Decisions and criteria governing the employment relationship with all employees are made in a nondiscriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity or expression, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

To apply for this position, please email a cover letter, **including salary requirements**, and your resume to: [jryan@360youthservices.org](mailto:jryan@360youthservices.org)

For more information about 360 Youth Services visit our website at: [www.360youthservices.org](http://www.360youthservices.org)