



Position Title: Philanthropy & Corporate Partnerships Officer

Supervised By: Director of Development & Communications

FLSA Status: Exempt

POSITION OVERVIEW:

The Philanthropy & Corporate Partnerships Officer is responsible for managing and growing CSC's sponsorship and major gifts programs, corporate partnerships, donor cultivation efforts, and fundraising event coordination. This position develops and maintains relationships with donors, corporate partners, sponsors, and community leaders to increase philanthropic support and long-term sustainability.

The Philanthropy & Corporate Partnerships Officer serves as CSC's primary relationship fundraiser and event lead while working collaboratively with the development team to achieve fundraising goals.

Key Responsibilities:

1. Major Gifts Program

- Grow and manage a major donor portfolio.
- Identify, qualify, cultivate, solicit, and steward major donors.
- Develop individualized donor engagement and solicitation plans.
- Conduct donor visits and relationship-building meetings.
- Develop strategies to increase donor giving levels and retention.
- Identify planned giving opportunities.

2. Corporate Partnerships & Sponsorships

- Develop and manage corporate partnership strategies.
- Secure corporate sponsorships and philanthropic partnerships.
- Conduct sponsor prospecting and cultivation.
- Prepare sponsorship proposals and presentations.
- Maintain relationships with corporate partners and sponsors.
- Develop sponsorship opportunities aligned with CSC's mission.

3. Fundraising Event Leadership

- Serve as lead coordinator for fundraising events that strengthen donor relationships, deepen engagement, and advance the organization's philanthropic goals.
- Develop event timelines and implementation plans.
- Coordinate event committees and volunteers.
- Manage event sponsorship efforts.
- Evaluate event outcomes and identify opportunities for improvement.
- Collaborate with development staff and organizational leadership to ensure successful event execution.

4. Fundraising Strategy

- Assist in developing comprehensive fundraising strategies.
- Identify revenue growth opportunities.
- Develop major donor and sponsorship pipelines.

- Create strategies that diversify revenue sources.
- Support annual giving and fundraising campaigns.

5. Board & Committee Support

- Support the Fund Development Committee.
- Assist board members in fundraising efforts.
- Develop donor and prospect strategies with leadership.
- Participate in strategic fundraising planning.

6. Individual Stewardship & Relationship Management

- Develop personalized stewardship plans for major donors and sponsors.
- Conduct donor tours and impact visits.
- Maintain ongoing communication with major donors.
- Facilitate sponsor and donor renewals.
- Coordinate donor meetings and cultivation opportunities.

SCOPE OF RESPONSIBILITIES

- Manages major donor relationships.
- Manages corporate partnerships and sponsorship relationships.
- Leads fundraising event coordination.
- Collaborates with development staff on annual campaigns and stewardship initiatives.
- Supports organizational fundraising goals through strategic donor engagement.
- Represents CSC professionally within the community.
- Builds and maintains positive relationships with donors, sponsors, board members, and community partners.
- Participates in professional development opportunities.
- Maintains a flexible schedule that allows for donor meetings, community engagement, and occasional evening or weekend activities.
- Performs other duties as assigned in support of the Children's Safety Center's mission.

Position Requirements:

- Bachelor's degree in relevant field.
- Demonstrated integrity and mission-driven philosophy.
- Minimum three (3) years of fundraising experience.
- Experience cultivating and stewarding major donors and corporate partners preferred.
- Exceptional interpersonal skills with the ability to build and foster relationships with CSC team, donors, corporate partners, volunteers, and community stakeholders.
- Ability to write and edit effectively and communicate the written and spoken work with tact and diplomacy.
- Good organizational skills, able to set priorities, and work under pressure to meet deadlines.
- Ability to use and learn various software databases, spreadsheets, and word processing programs.
- Proficient in Google and Microsoft platforms.
- Exceptional verbal, non-verbal, visual, written communication capabilities.
- Successful completion of a background check.
- Flexibility and willingness to travel as required.
- Ability to work nights and weekends as required.

The Children's Safety Center of Washington County is an equal opportunity employer committed to fostering an inclusive and diverse work environment.



Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear; operate standard office equipment; and communicate effectively in person and virtually. The employee is frequently required to stand, walk, and travel to donor locations. The employee must occasionally lift and/or move event supplies, marketing materials, or equipment.

Special Requirements: Travel: Ability and willingness to travel locally and regionally to conduct face-to-face donor visits and attend off-site events. **Schedule Flexibility:** Willingness to work evenings, early mornings, and occasional weekends to attend events and meetings, as needed.

Transportation: Must possess a valid Driver's License and access to reliable transportation (or demonstrate equivalent mobility for off-site visits). **Background Check:** Ability to pass criminal and child maltreatment background checks, prior to employment.

Salary: Dependent on experience.