

Charleston Animal Society (CAS)

JOB DESCRIPTION

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| <u>Dept./Division:</u> | Development |
| <u>Title:</u> | Manager of Business Partnerships |
| <u>Supervisor/Title:</u> | Chief Advancement Officer |
| <u>Direct Reports:</u> | N/A |
| <u>Working Relationships:</u> | All levels of management and staff, volunteers, general public, donors, business partners, media outlets, officers, committees, Board of Directors, and others as appropriate. |
| <u>Compensation:</u> | Exempt; Full-time, commensurate with experience and qualifications. |
| <u>Job Summary:</u> | Reporting to the Chief Advancement Officer, this position is responsible for recruitment and stewardship of all business partner relationships at Charleston Animal Society. The Manager of Business Partnerships will identify event and partnership opportunities within Charleston Animal Society and develop an outreach plan, pitch materials, and gift closing strategy to secure business sponsorships throughout the year. This position will also support a changing special events portfolio as historical in-person events like the annual gala and other festivals are re-imagined into virtual events supported largely by peer-to-peer fundraising. The Manager of Business Partnerships will collaborate with all staff members to provide leadership for and recognition of our business partners. The ideal candidate is dynamic and energetic with demonstrated experience in sponsorship sales and peer-to-peer fundraising. A skillful manager of logistics, people management, with the ability to juggle multiple responsibilities under pressure. A person of integrity, loyalty, and a capacity for hard work, perseverance, and resiliency. |
| <u>Key Responsibilities:</u> | <ol style="list-style-type: none"> 1. Adhere to the highest ethical standards and provision of animal care in a safe, competent, professional and humane manner at all times. 2. Responsible for raising money through the sale of tailored sponsorship packages for special events and specific programs by targeting various companies, organizations, and associations. 3. Creates sponsorship according to donor specification. 4. Utilize telephone solicitation, electronic and written correspondence and face-to-face meetings as tools in order to reach and exceed the budgeted sponsorship targets. 5. Work closely with the fundraising team, Chief Advancement Officer, President and CEO, and board-level committees to plan fundraising platforms (Just Giving, Team Raiser, Rally Bound) and execute peer-to-peer fundraising for the CAS Annual Gala, the long-standing Chili Cook-off, and other events with a combined \$1 million in gross revenue. 6. Manage all aspects of third party events including budgets, production timelines, logistics, and stewardship. 7. Liaise across the organization, primarily with off-site adoption team, to plan and execute community and third party events, ensuring event goals and objectives are met. 8. Work closely with marketing team to individualize and optimize marketing for each event. 9. Track event revenue and expense budgets, processing/routing contracts and invoices; oversee budget reconciliation on events managed. 10. Manage relations with external vendors, such as caterers, designers, printers, etc., as well as business or individual sponsors of events. 11. Negotiate contracts, monitor detailed budgets, and process invoices in a timely manner. 12. Help facilitate outreach for in-kind donations through various community partners. 13. Staff organization events and assist with managing on-site production. 14. Perform all other duties as required. |
| <u>Qualifications:</u> | <ul style="list-style-type: none"> • Bachelor’s degree and a minimum of 4 years of event planning. Nonprofit organization a plus. • Excellent judgment, strong decision-making abilities, and negotiation skills. • Cooperative and collaborated skillset necessary for interacting with broad range of contacts, including board members and senior management, as well as the community. • Excellent written and verbal communication skills. • Demonstrated ability to work independently and contribute to a team environment. • Ability to manage complex and highly confidential information with utmost discretion. • A high degree of personal organization and self-management. • Excellent social and interpersonal skills, able to operate with diplomacy, tact and empathy. |

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| | <ul style="list-style-type: none"> • A strategic thinker with a strong work ethic and excellent attention to detail and accuracy. • Great attention to detail and to a high standard of work. • Ability to take initiative and work well in a deadline-oriented environment with persistence and follow-through to project completion. • Able to multi-task and anticipate project needs, discern work priorities and meet deadlines. • Ability to make spur-of-the-moment decisions based on organizational needs and unexpected changes, interruptions, or other urgent matters. • Flexibility to work outside normal working hours including evenings and weekends. • Strong proficiency with Microsoft Office suite including Publisher; knowledge of Raiser's Edge, Greater Giving Software, Adobe Photoshop, and Illustrator, and familiarity with Team Raiser software a plus. |
| <u>Additional Information</u> | <ul style="list-style-type: none"> • Valid driver's license required and must have excellent driving record. • Travel throughout Charleston County, the State and Nation. • Pre-Employment Drug Test and Background Check required. • Physical requirements include, but are not limited to, walking, standing and moving of equipment and animals (ability to lift 50 pounds). |
| <u>Schedule:</u> | Primary schedule may include weekdays and/or weekends, including evenings, as appropriate. |
| <u>Working Area:</u> | Charleston Animal Society and venues for meetings throughout Charleston County and beyond. |

Job Description Approved by:

Position Authorized by:

Employee Review & Acceptance:

Date: _____

Date: _____

Date: _____