

## OPERATION GRATITUDE

**JOB TITLE:** Manager, Corporate Partnerships  
**DEPARTMENT:** Development  
**REPORTS TO:** Director of Corporate Partnerships  
**LOCATION:** Remote  
**TRAVEL:** 5%

### MISSION + VISION:

Mission: *Our mission is to say Thank You to our Military and First Responder communities, and to honor their service by creating opportunities for all Americans to express gratitude*

Vision: We envision a future where all who serve believe the American people care

### THE OPPORTUNITY:

The Manager, Corporate Partnerships reports to the Director of Corporate Partnerships and is responsible for enhancing Operation Gratitude's existing corporate and in-kind relationships while focusing on developing a pipeline of new companies to support the Military and first responder communities through in-kind and cash donations

### KEY RESPONSIBILITIES:

#### Prospecting

- Serve as initial point of contact for all companies interested in learning more about corporate partnerships (in-kind and financial support)
- Develop and maintain a prospect portfolio of leads for corporate development by identifying and researching companies that support the Military and First Responder communities and hands-on volunteerism
- Identify leads, conduct outreach, set calls and meetings, and build relationships in order to receive commitments to support Operation Gratitude, targeting cause marketing opportunities, cash donations, sponsorships and in-kind donations
- Continually review list of current passive corporate supporters; research companies and contacts and reach out to schedule calls with promising leads, bringing in Development Directors and leadership team, when appropriate to handoff relationships
- Utilize Salesforce and other tools to track and automate the prospecting process

#### Corporate In-Kind Donations

- Manage all areas of in-kind donations, including but not limited to:
  - Managing relationships with current in-kind partners
  - Prospecting/outreach for new donors/outreach for needed items
  - Responding to inbound donation requests
  - Collection and proper internal reporting of donation details
  - Internal coordination with operations and logistics team to confirm receipt of donations, forecast product needs, explore new product pipelines etc.
- Coordinate with accounting to reconcile monthly donation records
- Work with operations and logistics to identify in-kind product needs, services and opportunities to offset current expenses while synchronizing and optimizing donations with inventory and operational requirements

#### Corporate Partnerships

- Build and steward relationships; help develop overall strategy in working with corporate partners
- Provide effective communication and encourage teamwork with and among all Operation Gratitude team members, specifically with the development, programs and operations departments, primarily as it relates to the planning and coordination of corporate partnerships
- Collaborate with other development staff to help design and oversee proposals that engage corporations in ways that maximize value to Operation Gratitude and to the organization
- Collaborate with programs and communications to put together annual impact reports and coordinate all other corporate reporting requirements, as needed
- Develop, manage, and grow opportunities with companies to establish unique sponsorship and cause marketing campaigns to assist in Operation Gratitude's annual revenue goals, focusing on new partnerships established through prospecting and outreach, and stewarding corporate donors that give between \$500 and \$25,000/annually

**KEY REQUIREMENTS:**

- Strong commitment to the vision, mission and values of Operation Gratitude
- Strong business and/or nonprofit understanding
- Experience working in a corporate social responsibility role highly preferred
- Experience working in corporate development/fundraising, to include prospecting for new companies and organizations
- Results-oriented individual
- Ability to work in a remote fast-paced environment
- Dynamic individual with the ability to manage multiple large and small projects at once, working with a team and independently
- Outstanding written and oral communication skills
- Must be flexible and able to work some nights and weekends to build relationships with partnerships

**QUALIFICATIONS:**

- Bachelor's degree in a communications or business-related field is preferred
- 3-5 years experience in a corporate social responsibility or corporate fundraising role
- Creativity and experience managing relationships in a customer facing role
- Excellent communication and presentation skills
- Proactive, team-oriented, highly organized, and detail-oriented

PROFESSIONAL LEVEL: Full-time, Exempt

SALARY RANGE: \$60-75k

Operation Gratitude is an equal-opportunity employer

For more information about Operation Gratitude, please visit [www.operationgratitude.com](http://www.operationgratitude.com)

To apply, please email your resume and cover letter to [resumes@operationgratitude.com](mailto:resumes@operationgratitude.com)