

Job Title: Corporate Relations Officer
Department: Development
Reports To: Leadership Gifts Manager
Classification: Regular, Full Time, Exempt
Location: Hybrid with a minimum of 3 days on site in Concord

Who We Are

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The Corporate Relations Officer supports development functions by soliciting corporate support through monetary donations and annual event sponsorships while overseeing corporate employee and community engagement and appreciation efforts. As a member of the Development team, this position takes an active role in day-to-day public relations and fund/food raising activities.

Essential Duties and Responsibilities

- Identify corporate and corporate foundation prospects and conduct research to determine interest and giving potential to increase current corporate giving (\$1,000,000+).
- Develop and implement cultivation and solicitation strategies including grants, sponsorship opportunities, employee giving, and matching gift programs.
- Represent the organization to external partners at meetings and speaking engagements; effectively align the Food Bank's work with their priorities.
- Coordinate with the volunteer engagement team to promote and enhance corporate volunteerism and to ensure corporate groups remain engaged and feel appreciated. Proactively engage with corporate supporters and volunteers in the Food Bank warehouse and at distributions.
- In cooperation with the Special Events Coordinator and Development Manager, carry out all responsibilities related to the solicitation of sponsorships for events, the delivery of sponsorship benefits, and relationship management of event sponsors.
- Act as a liaison between sponsors, corporate partners and the Food Bank Communications team to ensure sponsors are integrated into promotional campaigns and promotional commitments are fulfilled.
- Increase organization's visibility and your network of contacts by attending community events.
- Liaise with Program staff to keep up-to-date on program service delivery in order to maintain timely and compelling correspondence and sponsorship opportunities.
- Work in coordination with the Leadership Gifts team to develop holistic relationship strategies and avoid duplication of efforts.
- Record all fundraising activities and corporate contacts in donor database. Analyze giving trends and identify opportunities for increased fundraising from corporate portfolio.
- All other duties as assigned.

Qualifications

- A minimum of five years of experience in cause marketing, corporate sales, corporate sponsorships or related field required.
- Proven track record working in a collaborative team environment with people of diverse backgrounds and circumstances and the ability to develop strong rapport and relationships with stakeholders including donors, volunteers, colleagues, board, and executives at the highest level.
- Experience evaluating processes and making strategic recommendations that increase fundraising success.
- Significant level of computer proficiency including MS Office and CRM tools; Salesforce experience preferred.
- Strong knowledge of project management principles including development and coordination of plans, communication, collaboration, budget, and time management.
- Ability to develop and use creative and innovative methods and the judgment to know when innovation makes sense.
- Ability to use independent judgment and make sound decisions.
- Excellent written and verbal communication skills; experience writing creative and impactful communication that inspires donors to give.
- Ability to work efficiently in a fast-paced, deadline driven role.
- Ability to work flexible hours, including evenings and weekends, as needed.
- Valid California Driver's license, current insurance and ability to be insured by Food Bank insurance, and personal vehicle. Ability to drive personal car for work related purposes (mileage will be reimbursed at the standard Federal rate).

COVID Requirements

As a condition of employment, FBCCS requires all employees to be fully vaccinated against COVID-19, unless approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents you from being vaccinated. If you are vaccinated, you are required to have received at least one COVID-19 vaccine prior to your first day of employment and to provide proof of full vaccination status within 30 days.

Additional Information

This position is hybrid with a minimum of 3 days on site in a shared office space in Concord. In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Compensation and Benefits

This is a full-time, exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$80,000 annually.

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: **“Corporate Relations Officer”**. Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Avenue
Concord, CA 94520**

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: <http://www.foodbankccs.org/careers>