



## **Corporate and Community Relations Manager**

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### **Organizational Overview**

Help our team support affordable home ownership on the Peninsula.

Rebuilding Together Peninsula (RTP) repairs homes, revitalizes communities and rebuilds lives. Our mission is grounded in the belief that a healthy community starts with a safe and livable home. As such, RTP provides free home repair, accessibility modifications and energy-efficient upgrades to those in need. We also provide repairs for nonprofit community facilities so that they can apply more of their funds to serve their clients. We accomplish all this by harnessing the power of volunteerism with thousands of volunteers working in teams and with our own skilled technicians.

Rebuilding Together Peninsula is one of the largest of the over 120 affiliates of Rebuilding Together Inc., a national nonprofit, has an operating budget of nearly \$2 million and additionally benefits from nearly \$500K worth of donated resources and volunteer time annually.

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### **The Ideal Candidate**

We are looking for an experienced professional and solution-oriented team player to be the primary support person to the sponsors of RTP's signature event, National Rebuilding Day (NRD) and two annual fundraising events. National Rebuilding Day brings over 1500 volunteers together annually to repair approximately 30 homes and community facilities. If you have a passion for making a difference, strong organizational and relationship-building skills and the ability to work effectively with individuals from a wide variety of backgrounds, this could be the job for you.

### **Position Summary**

The person in this new position will ensure the highest quality sponsor experience and act as the face of the organization among current and potential corporate and community sponsors. Primary responsibilities are to develop and implement an effective strategy to retain and steward current agency sponsors and civic organizations and manage solicitation of new and lapsed sponsors for NRD and fundraising events. Reports to the Executive Director.

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### **Job Responsibilities**

- In collaboration with development staff, act as point person for 30-35 current NRD sponsors --negotiate sponsor levels, manage communications for volunteer recruitment, and, in collaboration with program staff, provide information on project details;
- Maintain current sponsor revenue of approximately \$300K with the goal to increase this amount at least 5% per year;
- Provide necessary information in a timely manner to volunteer coordinators (links for volunteer registration, waivers, logistics related to parking, food, schedule of the day, etc.)

- Act as liaison between sponsors and RTP program staff to ensure optimal preparation and day-of sponsor experience (manage pre-project communications and timelines);
- Provide support and communicate with volunteer leads for NRD;
- Manage timely post-project communications and appreciation activities with sponsors and volunteer coordinators;
- Design and conduct presentations for current and prospective sponsors;
- Design and implement a strategy to attract new or re-engage lapsed sponsoring companies and civic organizations;
- Develop and follow up on sponsor leads;
- Design and implement an effective system to solicit regular feedback from sponsors; volunteers and civic groups to provide continuous improvement;
- Develop and nurture relationships volunteer leads, depending on interest and skills;
- Solicit and manage event sponsorships in partnership with fund development staff;
- Ensure timely payment processing, social media, payment of vendor invoices, etc.

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### **Qualifications**

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The ideal candidate will possess the following:

- 3-5 years of nonprofit fundraising and/or sales experience
- Superior communication skills (written and oral)
- Strong organizational skills and attention to detail
- Strong project management skills
- Proven effectiveness at developing, nurturing and maintaining relationships
- Accountability and strong follow through
- Strong interpersonal skills and customer service mindset
- Ability to excel in a team orientated, small office environment
- Ability to effectively utilize information technology and basic office software including Google Apps and MS Office Suite (Outlook, Word, and Excel).
- Familiarity with standard office equipment and Salesforce databases a plus
- Strong skills in social media and other channels to communicate impact with current and potential sponsors

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### **Compensation**

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Salary is commensurate with experience, including generous health and retirement benefits.

Rebuilding Together Peninsula is committed to diversity in our workplace and in our programs and, therefore, provides equal employment opportunities without regard to race, gender, age, disability, national origin, religion, sexual orientation, marital status, political belief or activity or status as a veteran.

### **How to Apply:**

Submit a cover letter summarizing your interest and resume to: Melissa Lukin, Executive Director, Rebuilding Together Peninsula at [jobs@rtpeninsula.org](mailto:jobs@rtpeninsula.org). Resumes without a cover letter will not be considered. The interview will include a practical writing exercise. For more information visit <http://www.RTPeninsula.org>. No phone calls, please.