

Corporate Sponsorship Coordinator - part-time

Job Description

The Corporate Sponsorship Coordinator will support the development program with a focus on corporation giving. The fundraising program's growth will provide natural opportunities to build and cultivate sponsors for the organization. The position will manage Clearwater's Corporate relationships and work in conjunction with the Development team to create the best strategy for each company given their philanthropic mission.

Key Responsibilities

This is a high growth opportunity to build a portfolio of Clearwater sponsors and cause-marketing partners for Hudson Valley's environmental education and sustainability leaders. This smart, high-energy and strategic leader will raise funds to help achieve revenue goals that will support all efforts of the organization. This person will identify new potential corporate partners and develop comprehensive strategies based on research and evaluation. S/He will work collaboratively with the Inspiration Department (includes development, membership, communications, events, and merchandise) to create and implement sponsorship objectives including the corporate partnership plan and manage execution and fulfillment of sponsorship agreements and related elements as guided by the sponsorship policy set by the Clearwater Board of Directors.

- In collaboration with the Development Director, Executive Director and Inspiration Dept., develop and implement the corporate sponsorship strategy based on existing goals and current sponsorship deck.
- Lead the assessment, valuation and packaging of corporate sponsorship assets at Clearwater including marketing, events, etc.
- Develop a pipeline of new prospects through outbound solicitations; field, assess and evaluate incoming calls; cultivate and develop relationships with promotion and event agencies and secure corporate partners in support of Clearwater's mission.
- Work with Development Director, Executive Director and Grants and Major Gifts Coordinator to strategize on all philanthropic potential with each corporation or organization prior to activity.
- Manage pre-meeting activity, including pitch, presentations, and proposals.
- Execute post-contract activities for new sponsorships including: negotiating donation and benefits, working with Clearwater's pro bono lawyer through the negotiation process and execution of sponsor agreements, as needed, and maintaining communication with corporate partners to keep them current on value-added opportunities and to acknowledge their payments or contributions.
- Coordinate logistics for on-site activities with the Inspiration Department, track results and create recap reports for all corporate partners as determined by the corporate partnership agreement.

- Take responsibility for financial reporting of sponsorship activities, running queries and generating reports on sponsorship activity in Donor Perfect database.
- Maintain a solid understanding of Clearwater, its programs and initiatives, history and goals.
- Review corporate partnership and cause-marketing trends and identify opportunities to incorporate these trends where appropriate.
- Work collaboratively with the Inspiration Department to identify, solicit and secure corporate sponsors and in-kind donations for events such as the Annual Festival, Festival Friday Gala, Power of Song Benefit Concert, and others.
- Work closely with Development Director to develop and implement a strategy for attaining revenue and promotional goals.
- Create a program of meaningful volunteer opportunities for employees of corporate funders.
- Able to work evenings and weekends as required.

Desired Skills / Experience

- B.A./B.S. and four to six years in sponsorship.
- Strong negotiation and clear communication skills, both written and verbal.
- Ability to thrive and work effectively as part of a small team in a fast-paced and rapidly growing program, in addition to remaining self-motivated and goal-oriented.
- Excellent computer skills, specifically MS Office products (Excel, Word, PowerPoint) and donor management software.
- Strong attention to detail and accuracy, the ability to prioritize and organize multiple projects, meet deadlines, problem-solve, and multi-task.
- Excellent written and verbal communications skills. Significant prospect research experience.
- Ability to build rapport with donors, volunteers, and the public with diplomacy, discretion, and customer-service orientation.
- Essential to have intellectual curiosity and a strong interest in the Clearwater mission.

This position reports directly to the Development Director and will work with the Executive Director as appropriate. This position will work in conjunction with the goals of the entire Inspiration Department and Clearwater's mission as an organization. The Corporate Sponsorship Coordinator is a part-time, 20 hours a week position evaluated quarterly to ensure targets are being met.

For further information, please contact Heidi Kitlas at heidi@clearwater.org. Interested candidates should submit a resume and cover letter, via email (please put "Corporate Sponsorship Coordinator" in subject line), fax, or standard mail, describing any relevant employment, academic, or volunteer experience and why you are interested in this position.

Clearwater

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