



## JOB DESCRIPTION

**Job Title:** Corporate Relations & CSR Services Manager

---

Reports to:	Community Relations Director	Dept.:	Development, CSR Services
FLSA Classification:	Exempt FT	Entity:	OneOC Corporate
Supervises Others:	Yes (volunteers)		

---

### SUMMARY:

Under the general supervision of the Community Relations Director, the Corporate & CSR Services Manager organizes, coordinates, and delivers on the established sponsorships and CSR business goals for OneOC special event and CSR services for companies. This position executes the organization's overall community outreach, pipeline development and business goals for OneOC sponsorships and CSR services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops new revenue through outreach, pipeline development for OneOC sponsorships and CSR related services.
- Generates leads, prospects, and overall pipeline development for sponsorships and CSR services. Ensure good stewardship through on-going account management client service.
- Co-Leads CVCOC with the Volunteer Services Director with primary role to grow CVCOC membership for the organization.
- Serves as Civic 50 OC Committee staff lead and responsible for event planning and coordination.
- Works with OneOC team members as necessary to promote OneOC CSR services for the organization.
- Leads and manages Charitable Giving Cards service offering and supports Community Relations Director with all other CSR services.
- Partners with special events planning committees and OneOC team members in securing sponsors throughout the year for OneOC Signature Events.
- Supports the sales and retention strategies in alignment with OneOC's operating plan.
- Prepares tactical objectives, budget, and on-going financial management for areas of responsibility; Ensures tracking, reporting & tools for areas of responsibility are implemented.
- Collaborates interdepartmentally to strengthen business development activities.
- Leads volunteer committees and tasks forces as assigned. Leverages volunteers as door openers and relationship builders.
- Stays informed on external trends and opportunities related to assigned areas of responsibility.

### ADDITIONAL RESPONSIBILITIES:

- Supports the vision and goals of OneOC.
- Communicates effectively and courteously with all contacts – internal and external. Works collaboratively with diverse people, varying in seniority and work experiences.
- Recruits, trains, leads, and leverages volunteers and volunteer groups as door openers and relationship builders (as assigned).
- Utilizes sales tracking, reporting & tools as assigned and reports out on a regular basis as defined by supervisor.

- Attends meetings and trainings as requested.
- Organizes workload throughout the day to meet project timelines and deadlines.
- Assists with other duties as assigned on a regular or occasional basis.

**EDUCATION AND/OR EXPERIENCE:**

- Minimum of 3 to 5 years' experience in successful business development position.
- Must have a sense of urgency and a strong desire to be part of building revenue portfolios.
- Possesses excellent oral and written communications skills.
- Demonstrated results of connecting with local leaders, groups, and networks.
- Ability to recruit, inspire and lead volunteers and volunteer groups.
- Must be highly organized with proven ability to prioritize responsibilities, handle multiple deadlines and be proactive and productive in a fast-paced work environment.
- Demonstrated ability to work independently on self-directed projects and to collaborate in a team environment to drive sales campaigns from concept through completion.
- Possesses excellent project management skills with an affinity for consistently producing high-quality work and yield.
- Outcome driven with the ability to respond and manage to changing circumstances and priorities
- Experience with Salesforce.com or other CRM programs preferred.
- Possesses a positive attitude, strong interpersonal skills, leadership qualities and a flexible team-oriented approach to working with others with an intellectual curiosity and professional drive.

**COMPUTER & EQUIPMENT SKILLS:**

- Uses Microsoft Office Tools such as Word, Excel, PowerPoint as well as Internet and email programs proficiently.
- Knowledge of Salesforce.com or other CRM programs
- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses typical office equipment (i.e., fax, phone, copiers).

**PHYSICAL JOB REQUIREMENTS:**

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Exposed to typical office environment conditions and noise levels.

**MENTAL AND REASONING REQUIREMENTS:**

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.

- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Able to understand, comply and implement established processes, practices and systems.
- Able to present effective and compelling messages to individuals, groups and the public.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.

**OTHER JOB REQUIREMENTS:**

- Meets all requirements for confidentiality and for management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage.
- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.
- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Maintains professional behavior, dress and appearance at all times.
- Drives personal car on work errands and for other purposes; maintains driving record and personal car insurance in accordance with organization's policies and provides related records periodically.

To apply, please send resume to [HR@OneOC.org](mailto:HR@OneOC.org)

*OneOC is proud to be an equal opportunity to employer*