JOB DESCRIPTION

Job Title: Corporate Relations Manager

Reports to: Community Relations Director
FLSA Classification: Exempt FT
Supervises Others: Yes (volunteers)

SUMMARY:
Under the general supervision of the Community Relations Director, the Corporate Relations Manager is responsible for driving revenue growth and expanding the reach of OneOC. The primary focus is on developing new business opportunities and includes organizing, coordinating, and delivering on established sponsorships and CSR business goals for OneOC special events (i.e., Civic 50, Community Cup, SOV, and Days of Service) and CSR solutions for companies. This position executes the organization’s overall community outreach, pipeline development and business goals related to sponsorship and CSR services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Develops and executes strategic business development plans to generate new revenue.
• Identifies and engages prospective clients through targeted outreach, networking out in the field, and relationship building activities.
• Builds and maintains a robust pipeline of potential sponsors, clients, and donors.
• Leads and manages the Charitable Giving Cards service offerings.
• Supports the Corporate Volunteer Council of Orange County (CVCOC) team with the primary role of growing membership for OneOC.
• Collaborates with special events planning committees to leverage opportunities for business development and enhance the organization’s visibility.
• Prepares objectives, budgets, and financial management plans for areas of responsibility.
• Leads and supports volunteer committees and task forces as assigned, providing guidance, and direction, to leverage their skills and connections to expand OneOC’s reach and impact.
• Stays informed about external trends, industry developments, and opportunities related to assigned areas of responsibility, incorporating relevant insights into business development strategies and activities.
• Collaborates with internal members to align business development efforts with organizational goals and objectives.

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’ track record in successful business development.
• Must have a sense of urgency and a strong desire to be part of building revenue portfolios.
• Familiarity with corporate social responsibility and its role in the business landscape preferred.
• 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.

**Pay Range:** $72,000- $78,000 per year

*OneOC is an Equal Opportunity Employer*