



## Senior Manager of Corporate Relations and Individual Giving

In 1995, PENCIL was founded with the goal of raising awareness about public education by inviting civic and business leaders into New York City public schools. From those early days to our work today implementing hands-on, immersive programs that open eyes, open minds, and open doors, PENCIL realizes its mission “to connect students to success.” PENCIL makes it easy for business professionals, educators, and students to work together - in schools and the workplace. Our programs, including virtual and in-school partnerships, mentoring, internships, and immersive experiences like Principal for a Day<sup>®</sup>, create targeted opportunities to make a real difference in the classroom and beyond. As an organization, we strive to provide students with access to the relationships, skills, and opportunities that support their success.

PENCIL is committed to creating a workplace that respects and values diversity, and to creating an inclusive environment for all employees. We strongly encourage candidates who represent the communities we serve to apply. PENCIL is an Equal Opportunity Employer and will make employment decisions without unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other status protected by law. All employment is decided on the basis of qualifications, merit, and business need.

The Senior Manager of Corporate Relations and Individual Giving is critical to PENCIL’s continued growth in developing and maintaining key corporate relationships that attract funding, sponsorships and business leaders engaged in PENCIL’s programs. The position is responsible for the stewardship and relationship management of a portfolio of corporate partners who provide funding, volunteers, and other means of support to PENCIL. Additionally, this role includes the identification, engagement, and stewardship of volunteers with a high potential for individual support and contribution outside their company. The Senior Manager needs to be a strong communicator and collaborator, and have a track record of strong proposal writing, donor stewardship, and project management.

This full-time office-based position reports to the Vice President & Chief Strategy Officer and will work closely with the Senior Manager of Corporate and Foundation Relations, other development team members as well as the programs team to ensure effective relationship management of partners.

### RESPONSIBILITIES

#### **Corporate Relations Responsibilities**

##### Portfolio/Relationship Management

- Work with the VP/CSO to develop, forecast and execute strategies that steward corporate donors from introduction, to support and renewals
- Support corporate donor pipeline development through volunteer program opportunities
- Introduce new ways to expand relationships with corporate partners leading to the increasing revenue goals outlined in the Strategic Plan
- Manage and steward a portfolio of existing corporate donor accounts by producing high quality and

compelling fundraising and engagement communications including full proposals, pitches, call materials, funding reports, and other correspondence to accurately convey and secure financial and volunteer support for PENCIL's programming, as well as communicating new and emerging opportunities for engagement

- Secure corporate sponsorships for PENCIL events
- Execute the corporate sponsorship program for a portfolio of supporters by ensuring assigned corporate partners are aware of the requirements and receive consistent recognition and benefits for level of support

#### Tracking & Internal Coordination

- Monitor a portfolio of Corporate sponsorships internally by: tracking funding information; updating internal reporting systems; writing reports; maintaining historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations
- Work with development and program team members to ensure awareness of committed deliverables, staff roles and timelines for implementing new and renewed funding relationships
- Collaborate with PENCIL staff members to provide feedback on and help craft key written materials for organization (e.g., Annual Report, e-newsletters, etc.)
- Maintain a calendar to ensure timely submission of proposals and reports for assigned funders

#### **Individual Giving Specific Responsibilities**

##### Volunteer Recruitment & Engagement

- Manage the calendar of flexible volunteer opportunities for existing partners as well as individuals
- Recruit a diverse group of volunteers that fully resonates with the student population PENCIL serves
- Orient and support volunteers during training and special events
- Develop and manage a volunteer recognition program
- Share volunteer highlights and stories with the communications team

##### Relationship Management

- Identify engaged volunteers with capacity to 1) donate personally, 2) engage peers as volunteers and donors, and 3) appeal to senior executive leadership at their companies for support
- Build relationships with high-capacity volunteers to convert them to donors
- Manage volunteer committee(s) designed to support annual giving campaign(s)
- Signal opportunities for major individual gift requests (>\$10,000) to VP/CSO and support pitch preparation and execution
- Identify volunteers for potential involvement in organizational leadership: ELC, Board, Committees, etc.

#### **QUALIFICATIONS AND COMPETENCIES**

- 3 years' experience in relationship building, including strong corporate experience
- Track record of success in fundraising, sales, or equivalent
- Exceptional interpersonal awareness to identify interest and capacity for further engagement of individuals
- Superb writing skills
- Strong skills in developing and cultivating relationships with external stakeholders
- Cross-Team Collaboration: a desire and willingness to collaborate with others across the organization
- Relationship Building: Demonstrated expertise in developing successful collaborations and working with diverse stakeholders
- Creativity: Ability to identify new opportunities and fertility to structure partnerships and expand

- relationships
- High standards of excellence and a willingness to do what it takes to get the job done
  - Commitment to PENCIL's mission and public education
  - An operations mindset: prioritizing consistency and efficiency; working "smarter not harder"
  - Proven organization and time management skills to complete a high volume of varied responsibilities in a fast-paced setting, while working both independently and collaboratively
  - Experience with budget development and resource allocation
  - Proficiency in database software, Salesforce preferred

**COVID-19 Vaccination is required for hire.**

### **COMPENSATION**

Salary range for this position starts at \$68,000. PENCIL also provides a generous benefit package which includes:

- Medical, prescription, dental and vision insurance for you, your spouse or domestic partner and dependents
- A retirement plan with employer matching
- Commuter benefit and flexible spending plans
- Professional development stipend
- Annual paid time off for holidays, vacation and sick
- Short and long-term disability and paid family leave.

### **TO APPLY**

Please email a cover letter and resume to [opportunities@pencil.org](mailto:opportunities@pencil.org) with the **subject line: "Senior Manager of Corporate Relations and Individual Giving"**. Please include how you heard about the position for our tracking purposes. Applications will be accepted until the position is filled.