



## **Senior Manager, Growth**

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®, 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, Growth is critical to PENCIL’s continued growth in developing and maintaining key corporate relationships that attract funding, volunteers, internship host sites, and sponsorships to sustain PENCIL’s programs. The position is responsible for the stewardship and relationship management of a portfolio of corporate partners that provide funding, volunteers, internship host sites, and other means of support to PENCIL. Additionally, this role includes the identification, engagement, and cultivation of prospective donors and funders. The Senior Manager needs to be a strong communicator and collaborator, and have experience with strong writing, event planning, volunteer recruitment/engagement, donor cultivation and stewardship, and project management.

This full-time position reports to the Vice President, Growth and will work closely with other Growth team members as well as the operations and programs team to ensure effective relationship management of partners and meeting revenue targets.

### **RESPONSIBILITIES**

#### **Corporate and Foundation Relations Responsibilities**

##### **Portfolio/Relationship Management**

- Work with the VP to develop, forecast and execute strategies that steward corporate donors from introduction, to support and renewal engagements
- 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
- 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

#### 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
- Complete all data entry in all internal and external databases related to recruitment and placement

#### **Internship Program Specific Responsibilities**

##### Employer Recruitment

- Convert business leads into employer-paid internship hosts
- Secure commitments from internship hosts to support intern salaries, training and development support, and sponsored internship enrichment programs
- Cultivate and steward internship hosts ensure renewed and increased engagement year over year
- Develop and execute strategies to increase the depth and diversity of internship worksites
- Identify and engage new and innovative sources for worksite recruitment
- Manage any grant proposals requesting support for intern salaries or training and development
- Secure in-kind space for Internship training
- Partner with the Senior Employer Engagement Manager to onboard employer-paid internship hosts

##### Volunteer Recruitment & Engagement

- Identify a full calendar of volunteer needs related to the internship program and other opportunities ensure all needs are met for effective program execution
- Recruit and steward individuals and corporate partners year-round for available volunteer opportunities related to internship training, Career Explorers, and enrichment events
- Collaborate with the Programs team throughout event execution to ensure partner standards are met
- Orient and support volunteers during training and special events
- Manage PENCIL's presence on volunteer portals such as NYC Service, NY Cares, etc.
- Leverage relationship with CEO Jobs Council to recruit Career Explorer mentors for students from Future Ready NYC schools.
- Identify highly engaged volunteers with capacity for additional engagement including Principal for a Day, the Great Give, and other opportunities

#### **QUALIFICATIONS AND COMPETENCIES**

- 3-5 years' experience in relationship building, including strong corporate experience and volunteer engagement
- 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
- Experience with budget development and resource allocation

- Proficiency in database software, Salesforce preferred
- 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
- Preference for experience with proposal writing and special event planning.

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

### **COMPENSATION**

Salary range for this position is \$70-73,000. 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**

Visit [PENCIL's Application Form](#) to apply. Applications will be accepted until the position is filled. Studies have shown women and people of color are less likely to apply to jobs unless they meet every single qualification. At PENCIL we are dedicated to building a diverse, inclusive, and authentic workplace. If you're excited about the role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. **You may be just the right candidate for the role.**