



Director of Corporate Philanthropy Job Description

Position Title: Director of Corporate Philanthropy
Department: Administration
Reports Directly To: Executive Director

Directly Supervises: n/a
Date: OPEN

BACKGROUND

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education.

NorthBay is seeking a passionate and experienced Director of Corporate Philanthropy to lead our efforts in engaging corporate entities and securing donations to support our mission. The Director of Corporate Philanthropy will play a pivotal role in building and maintaining strategic partnerships with corporations to drive philanthropic support. This full-time position will be measured by how much revenue they bring in and sustain to our organization.

- This is a full-time, year-round salaried position.
- Salary range is \$80 – 90k annual.
- NorthBay provides a comprehensive benefits package including health, dental and life insurance, 401k matching contributions, tuition assistance, generous paid time off, performance bonuses and more.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Corporate Partnership Development:

- Identify, research, and target potential corporate partners aligned with the organization's mission and values.
- Develop and execute a corporate partnership strategy to secure financial contributions, in-kind donations, and other forms of support.
- Cultivate and nurture relationships with corporate contacts, including CEOs, CSR managers, and other decision-makers.

2. Proposal and Pitch Development:

- Work collaboratively to create compelling proposals and presentations tailored to the interests and objectives of corporate donors.
- Collaborate with the marketing and communications team to develop marketing collateral that highlights the organization's impact and success stories.

3. Stakeholder Engagement:

- Collaborate with cross-functional teams to ensure alignment and delivery of promised initiatives to corporate partners.



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- Act as the primary point of contact for corporate donors, providing regular updates on the impact of their contributions.
 - Attend relevant networking events and conferences to expand the organization's corporate network.
- 4. Grant Management:**
- Oversee the administration of corporate grants, ensuring compliance with donor requirements and deadlines.
 - Monitor grant utilization and provide regular reports to corporate donors, demonstrating transparency and accountability.
- 5. Financial Goal Achievement:**
- Develop and manage an annual budget for corporate philanthropy initiatives.
 - Partner with the Executive Director to set and achieve fundraising targets, ensuring that the organization's financial goals are met through corporate contributions.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong understanding of corporate social responsibility (CSR) and philanthropic trends.
- Exceptional communication and presentation skills, both written and verbal.
- Proficient in relationship management, negotiation, and stakeholder engagement.
- Ability to work independently, as well as collaboratively within a team.
- Excellent project management and organizational skills.
- Familiarity with CRM and fundraising software is a plus.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in business, nonprofit management, or a related field (Master's preferred).
- Proven track record of successful corporate fundraising and philanthropic relationship-building. 7-10 years preferred.