



Manager of Corporate Giving ▪ Tower Theatre Foundation ▪ Bend, Oregon

The Corporate Giving Manager is responsible for the growth and development of sponsors and business donors to the Tower Theatre Foundation. The Manager is expected to maintain and enhance the Foundation's existing relationships with sponsors, donors and businesses to continue their ongoing support of the organization. The Manager identifies and prospects potential new corporate sponsorship opportunities and works with business leaders to evaluate and identify needs and develop plans that satisfy their requirements as well as the programs and operations of the Tower Theatre. The Corporate Giving Manager will be responsible for supervising and managing a portfolio of 25 underwriters, plus an ongoing list of 100 new prospects across Central Oregon. In addition, the Manager will research, develop and identify grant opportunities, overseeing the grant process from start to successful completion.

RESPONSIBILITIES

Primary responsibilities of the Corporate Giving Manager include:

- Identify and capture potential new sponsor opportunities
- Generate creative ways to attract new and retain existing business prospects
- Interact with sponsors to enhance and maintain relationships
- Manage the Nook member/sponsor lounge during Tower Presented events
- Ensure timely sponsorship payments
- Communicate sponsor needs, expectations, and benefits to other staff, specifically Finance, Box Office, Marketing, and Front of House teams
- Maintain a good working understanding of sponsors and their business strategies
- Act as the first point of contact for corporate donors
- Establish plans/strategies for long-term sponsor retention and increased loyalty
- Make presentations at sponsor/donor meetings
- Write and submit grants in conjunction with Education Director, ED, and Board

SKILLS

The Corporate Giving Manager needs a proven working knowledge of nonprofits, sales and marketing, plus a well-informed understanding of the products or services of targeted companies. Most specifically, the Manager should have:

- Extremely strong interpersonal skills
- A polite, friendly and diplomatic manner
- Excellent and timely communication skills, both written and verbal
- A good sense of humor
- Strong negotiation skills
- The ability to generate ideas
- The ability to prioritize and manage several different tasks at once
- An excellent understanding of donor stewardship
- The ability to work efficiently and meet deadlines
- Excellent motivational skills
- Common sense and critical, logical thinking

- An aptitude to relate and work to a wide range of people
- Skills to thrive in pressured or stressful situations
- A committed and flexible attitude to the job
- Excellent organizational skills
- Good administrative and IT skills
- The capacity to work effectively both independently and as part of a team
- Attention to detail
- Solid financial acumen and competency in budgeting
- The maturity to handle rejection
- The professional demeanor to represent the Tower to the community

GENERAL

The Corporate Giving Manager is the primary point of contact for current and potential sponsors and manages/mitigates any issues that arise. The Manager will proactively and regularly meet with sponsors, attend conferences, and develop relationships with sales, marketing and fundraising professionals. Additionally, the Manager is expected to attend networking events, performances, and fundraisers, which usually happen during evenings or weekends, outside of normal office hours.

The Corporate Giving Manager reports to the Director of Contributed Income and works closely with the Directors of Education and Communications.

Ideal candidates will have five years' experience in sales and/or corporate relations, with hands-on competency managing budgets, accounts, clients and customers.

This position is full-time and non-exempt at 35 hours/week. The hourly rate is \$28.00, plus health insurance benefits.

Submit cover letter and resume to Lisa@towertheatre.org