

Hope Media Group Job Description

Position Title:	Development Officer, Corporate Partnerships
Department:	Donor Development
Reports To (Title):	Senior Director, Donor Engagement
FLSA:	Exempt
Salary Range:	70K-75K

Job Summary:

The Corporate Partnership Manager will serve as a member of the Donor Development team and report directly to the Senior Director of Donor Engagement. This position is responsible for the development and oversight of relationship building for corporate prospects and partnerships for Hope Media Group (HMG.) The Development Officer, Corporate Partnerships will secure business and corporate donations that meet or exceed specified, strategic funding goals.

Essential Functions:

<u>% of Time</u>	<u>Essential Functions</u>
80%	<p>Corporate Relationships and Fundraising</p> <ul style="list-style-type: none"> • Manage all levels of HMG’s Corporate Partnership Program (CPP) • Maintain a rigorous schedule of business and corporate contacts that support achieving or exceeding HMG’s annual CPP targets and goals • Develop relationships with business and corporate partners that align with HMG’s and the corporate partner’s needs • Develop and maintain detailed cultivation and solicitation strategies that are designed to achieve strategic goals and objectives • Create proposals and giving agreements that align with HMG’s mission and the passions of the corporate or business donor • Work with CPP contractors to find like-minded ministries and corporations to partner with HM. • Collaborate with other HMG departments to achieve “your success is my success” goals • Attend area events (breakfasts, galas, sports events, rodeo, pre-concert dinners, etc.) to engage with corporate prospects and donors (requires early mornings, some evenings, and some weekends) • Assist, as needed, with HMG donor events • Give tours of HMG offices & studios to corporate and business partners as needed
10%	<p>Research, Recordkeeping & Reporting (Monitor & Report Progress)</p> <ul style="list-style-type: none"> • Research donor and prospect backgrounds using donor research software and web support. • Work with department administrator to maintain accurate corporate and business records including scheduling of donation thank you’s across various HMG platforms • Provide contact and activity reports to Sr. Director on a regular basis.

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	<ul style="list-style-type: none"> Maintains budget and tracks compliance with Accounting & Legal teams
5%	<p>Demonstrated Faith</p> <ul style="list-style-type: none"> Pray for coworkers in team meetings Lead prayer in large group settings as needed Pray for donors when called upon to do so Use Christian principles to work through conflict as outlined by the Culture tool kit Participate in Sharathon, PowerDrive and Thankathon, and pray for donors over the phone as needed Participate in ministry wide Christian bible studies Attend weekly Staff Gatherings for prayer and devotions
5%	<p>Other</p> <ul style="list-style-type: none"> Ongoing Professional development in corporate and business donations Keep abreast of current tax laws & applicable statutes Collaborate with other HMG departments as needed Performs all other duties as assigned

Non-Essential Functions:	
% of Time	<u>Non-Essential Functions</u>
	<ul style="list-style-type: none"> Assist Donor Development & Engagement teams with other essential functions as needed.

Requirements and Qualifications:

Education:

Bachelor's degree or equivalent

Experience:

Minimum 5 years of experience in development/fundraising for non-profit organizations.

Demonstrated success in securing corporate partnerships.

Knowledge of the Houston business environment and major influencers, a plus.

Knowledge, Skills and Abilities:

- Strong interpersonal skills
- Excellent written and oral communication skills
- Ability to engage, influence and build long-term relationships
- Expertise with Customer Relationship Management software
- Must be proactive and innovative
- Ability to work independently and collaboratively with internal and external stakeholders
- Proficient in Microsoft Word, MS Teams, Excel, Power Point, Salesforce and/or Microsoft Dynamics

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- Heart for Christian ministry
- Strong moral character
- Has a personal relationship with Jesus Christ. Spiritually grounded and working knowledge of scripture
- Must be an active member of a Bible believing local church

Core Competencies

(List Core Competencies from eAppraisal here)

Supervisory Responsibilities

(Check the appropriate box, by double clicking on box and check appropriate default value.)

- None.
- Immediate supervision of a small group of employees. Recommends candidates for hiring, termination; prepares and conducts performance appraisals and salary reviews, and applies company policies.
- Immediate supervision over a unit, section or department. Recommends candidates for hiring, termination; prepares and conducts performance appraisals and salary reviews, and applies company policies.

Positions supervised: *(Identify positions reporting directly to this position and the position to whom this position reports.*

Title: _____ Number in Position: _____

Title: _____ Number in Position: _____

Title: _____ Number in Position: _____

Title: _____ Number in Position: _____

Working Conditions and Environment

Travel:

In Houston Metropolitan area, regularly.
2 or 3 conferences out of town per year.

Nights/Weekends/Holidays:

Occasionally.

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Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity may include Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers including pinching, typing or otherwise working, primarily with fingers rather than the whole hand as in handling.

Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

Notice and Signature

This job description identifies the essential functions and expectations for performance. It is not inclusive of all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his or her supervisor.

Employee:	_____	Title:	_____	Date:	_____
First level supervisor:	_____	Title:	Senior Director, Donor Engagement	Date:	_____
Second level supervisor:	_____	Title:	_____	Date:	_____
Human Resources:	_____	Title:	Director, Human Resources	Date:	_____