



Tempe Community Action Agency

Corporate Partnership Manager Job Description

Purpose:

The Corporate Partnership Manager plays a key role in identifying, cultivating, securing, and stewarding relationships with corporations, community organizations and faith communities. This role will secure funding through donations, grants, sponsorships, and campaigns, while also supporting donor engagement and recognition across the organization. Working collaboratively with the Director of Mission Advancement and the Development team, the Corporate Partnership Manager supports the achievement of organizational fundraising goals through engagement and partnership development.

Key Responsibilities:

Corporate Partnerships

- Build and manage a portfolio of corporate partners, community organizations and faith community partners, to secure funding for programs, initiatives, and organizational growth.
- Develop customized proposals, presentations, and reports tailored to the interests of each partner.
- Maintain strong, mission-aligned relationships with existing partners through consistent communication, reporting, and recognition.
- Work closely with development, program, and leadership teams to align partnership opportunities with organizational goals.
- Coordinate with the Volunteer and Event Manager and program managers to provide volunteer opportunities and activities for partners.
- Host corporate and community volunteer groups.
- Track partnership deliverables and ensure accurate data collection for impact reporting and recognition.

Event Sponsorships

- Implement strategies to secure event sponsorships that align with corporate social responsibility goals and organizational initiatives.
- Assist with securing auction items and other event in-kind donations.
- Collaborate with the Communications Manager and the Volunteer and Event Manager to deliver sponsor benefits, visibility, and engagement before, during, and after events.
- Track and evaluate sponsorship metrics to assess ROI and inform future efforts.

Cause Marketing

- Identify and pursue mutually beneficial cause marketing opportunities with corporate partners.
- Manage the execution of campaigns in collaboration with the Development Team.
- Monitor outcomes and provide partners with impact reporting and branding alignment support.

Other Responsibilities



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- Assist as needed with representing TCAA at community events
- Contribute to the overall success of the organization by working with staff and others to achieve the mission.
- Develop and maintain sensitivity to employee and constituent diversity and demonstrate cultural competence in the workplace and in the services provided by the agency.
- Demonstrate respectful treatment of other employees, program participants, and all stakeholders.
- Build community support for the organization by helping to recruit volunteers and donors.
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree
- Minimum of 2 years of experience in a professional fundraising environment (working with corporate partners is preferred).

Knowledge, Skills, and Abilities

- Demonstrated success in effective donor cultivation and fundraising strategies
- Experience and proven ability to cultivate relationships and work effectively with coworkers, board members, donors, volunteers, and constituents from a variety of backgrounds
- Understanding of and commitment to professional fundraising ethical standards
- Excellent communication and presentation skills
- Excellent interpersonal skills
- Strong problem-solving skills
- Ability to work and thrive in a team environment; accept counsel from and strategize cooperatively with colleagues
- Flexibility and enthusiasm to refine and enhance current systems and operations
- Well organized and able to meet goals and deadlines
- CRM database experience
- Strong working knowledge of Microsoft Office applications

License/Certifications:

- Possess Arizona driver's license, insurance, and a vehicle to use in performance of job.
- Level One Fingerprint clearance card or the ability to obtain one

Status: Full-time/Exempt

Hours: Monday through Friday, 8:00 AM – 5:00 PM, subject to periodic variation and changes.

Salary Range: \$58,000 - \$65,000



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Benefits: At TCAA, we believe that our employees are our greatest asset. To show our commitment to their well-being and professional growth, we offer a comprehensive benefits package designed to support and enhance work-life balance. Our key benefits and perks for most positions include, but aren't limited to:

- 14 paid holidays annually
- Paid time off to volunteer
- Accrued vacation and sick time that increases with tenure
- Medical, dental and vision insurance including PPO and health savings account options, with employee medical premiums covered at 100% by TCAA
- Life insurance, disability benefits, accident coverage, and retirement
- Employee Assistance Program
- Simple IRA with company match up to 3%
- Annual merit-based Increases after 9 months of employment
- Flexible work schedules and hybrid options for certain positions

TCAA is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion and an environment where every employee feels valued and empowered to bring their whole selves to work. The collective sum of the individual differences represents a significant part of our culture, reputation, and achievements. We believe that together, we can achieve greatness by embracing our differences and working collaboratively towards a common purpose.

We're eager to meet people that believe in our mission and can contribute to our team in a variety of ways - not just candidates who check all the boxes. We consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. We want people to feel comfortable expressing their true selves and to come, stay, and do their best work here.

TCAA is an Equal Opportunity Employer

To apply, send a current resume to humanresources@tempeaction.org