CORPORATE RELATIONSHIP MANAGER

Position Summary
The Corporate Relationship Manager will play an integral role in the success of program expansion and relationship management. Central to the success of this position will be establishing new corporate partnerships, volunteer team recruitment, onboarding, training, successful guidance of our programming, as well as strong and frequent company interaction to maintain and build strong relationships with our expanding portfolio of corporate foundations. This position reports to the Director of Corporate Relations & Strategic Partnerships.

About Adopt A Class
Adopt A Class connects businesses and civic groups with students in our economically challenged schools. By pairing teams with individual classrooms, our adult mentors expose the students to a breadth of experiences and training to be job and career ready. We envision a Greater Cincinnati where all students have access to caring adults who expose them to a breadth of life and career experiences so they can unleash their full potential.

Essential Job Responsibilities
Organizational Growth

- Cultivates both new and existing relationships with current partner companies ensuring successful programming delivery, retention in our program and cultivation of increased volunteer engagement and fundraising relationships within the company.
- Recruits new corporate relationships to increase the number of mentoring teams and secure new corporate sponsorships and donations.
- Expand mission awareness and increase community connections.

Programming

- Manages account of schools including attending school visits to ensure high-quality programming is being maintained and feedback is provided.
- Trains and onboards new mentor teams at assigned schools.
- Seeks out and attends partnership meetings when applicable to foster a relationship between AAC and other organizations.
- Tracks, monitors and reports progress using CRM system (Salesforce). Maintains accuracy of the database by documenting key touchpoints with contacts and accurately entering and tracking prospects.

Fundraising

- Plays an active role in donor stewardship to promote and sustain the relationships on which philanthropic gifts are based.

- Other duties as assigned, including occasional evening or weekend events.

Qualifications and Skill-sets:
- Excellent verbal and non-verbal communication skills;
- Ability to successfully interface with all stakeholders including new volunteers
- Proven expertise and excitement for building and maintaining positive relationships with diverse individuals
- Ability to handle multiple project assignments and adapt to changing priorities in a fast-paced, result-oriented environment
- Self-motivated and detail-oriented
- Strong organization and collaborative skills
- Honest, dependable, and responds quickly to inquiries
- Must embrace and support the mission and work of Adopt A Class
- Experience with or willingness to learn fundamentals of Development
- Experience with CRM Software (specifically Salesforce)

Required Qualifications:
- Bachelor's degree or relevant experience
- Committed to mission centric work
- Has a personal vehicle, valid driver's license and current insurance
- Ability to obtain a Cincinnati Public Schools ID, background check required

Compensation:
- Salary range is $48,000-$52,000
- Mileage reimbursement
- Cell phone and internet stipend
- Simple IRA with employer match
- Health insurance with employer participation
- Flexible work schedule and environment
- Permissive leave PTO policy
- Annual Professional Development opportunities

Reports To: Director of Corporate Relations & Strategic Partnerships **Job Type:** Full-Time

Apply: Email cover letter and resume to Katie Andress, Director of Operations, at katie@aacmentors.org.

Adopt A Class is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.
Adopt A Class, 3080 Exploration Ave. Cincinnati, Ohio 45206 | www.aacmentors.org