



Jersey Cares Corporate Service Manager

Title: Corporate Service Manager

Location: Jersey Cares is located in Livingston, NJ. Jersey Cares staff is operating on a hybrid work schedule with 3 days in the office, and 2 days working remotely. Candidates must be based in the New Jersey Metro area.

Who We Are: Jersey Cares is an inherent creator of change. As a leader in volunteerism, we address critical community-identified needs, and work every day to make the world a better place. Our team is small but mighty. Each team member brings a unique and diversified perspective to our work, but one thing we all have in common is our passion to create a lasting impact on the lives of those we serve.

Position Description:

Jersey Cares is seeking a creative, driven, Corporate Service Manager that is ready to impact their world at a time of growth and innovation within the organization. The Corporate Service Manager must be enthusiastic about being a part of a passionate team of nonprofit professionals that help companies increase their Corporate Social Responsibility programs through customized virtual and in-person volunteer service projects.

The ideal candidate has event planning or project management experience. This individual will address the needs of the community by creating, planning, staffing, and managing corporate partner projects and upholding the high standards of the Jersey Cares' Corporate Service Program.

Responsibilities:

- Project Management
 - Design and lead days of service for small and large groups of corporate volunteers.
 - Manage logistics for multiple days of service that run concurrently including all aspects of project preparation, both administrative and physical.
 - Manage vendor relationships to identify and procure project supplies.
 - Manage multiple project budgets concurrently.
 - Develop new projects and workshops to actively engage volunteers.
 - Instill a sense of enthusiasm among volunteers.
- Strategic Partnerships
 - Identify, foster, and maintain strategic partnerships with community partners throughout New Jersey.
 - Manage multiple corporate partner accounts simultaneously.
 - Proactively identify potential challenges and determine creative solutions.
 - Management of the customer relations management (CRM) system, Salesforce.
- Communications
 - Create interactive and engaging social media content and communications collateral for organizational and departmental initiatives

Qualifications:

- Bachelor's Degree.
- Nonprofit or CSR experience preferred.
- Knowledge of grant management systems and sponsorship tracking is a plus.
- Strong project management skills.
- Experience working with a high-performance, collaborative, constructive team.
- Ability to handle a variety of constituencies, manage multiple tasks simultaneously, and thrive in a complex environment with multiple priorities.
- Personal qualities of integrity, credibility, and a commitment to and passion for Jersey Cares mission and that of its nonprofit partners.
- Exemplary oral and written communication skills.
- Ability to work flexible hours.
- Access to a vehicle.
- Ability to lift and carry 50 pounds.
- Ability to stand for long periods of time.



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- Experience with customer relations management (CRM) system, Salesforce; Classy; and Constant Contact preferred.

To Apply:

- Please submit a resume and cover letter stating why this opportunity is right for you based on your experience to Kristen Coppola at kristenc@jerseycares.org.
- A resume without a cover letter will not be reviewed or considered.
- Please no calls.

Compensation:

- Health insurance (vision, dental, medical)
- 401(k) benefits
- 15 vacation days
- 9 sick days
- Summer Fridays
- Office closed for winter holiday (1+ weeks)
- Flexible/hybrid work schedule
- Team wellness initiatives
- Mileage reimbursement