



Jersey Cares Senior Manager of Corporate Relations

Title: Senior Manager of Corporate Relations

Reports To: Director of Corporate Service

Location: Jersey Cares is located in Livingston, NJ. As a result of COVID-19, 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 and have a vehicle.

Compensation:

- Annual salary starting at \$55,000
- Health insurance and 401(k) benefits available

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, Senior Manager of Corporate Relations that is ready to impact their world at a time of growth and innovation within the organization. Reporting to the Director of Corporate Service, the Senior Manager of Corporate Relations must be enthusiastic about being 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 nonprofit and project management experience. This individual will address the needs of the community by creating, planning, and staffing corporate volunteer initiatives.

Responsibilities:

- Management (25%)
 - Proactively enhance agency, corporate, and individual volunteer relationships to ensure a positive service experience
 - Manage 1 Corporate Relations Manager to achieve standards of excellence for hundreds of Corporate Days of Service a year
- Project Management (50%)
 - Plan large days of service for the organization's leading corporate sponsors
 - Manage logistics for multiple days of service that run concurrently including all aspects of project preparation, both administrative and physical
 - Manage multiple supply budgets, constantly looking for increased efficiencies
 - Provide event acumen for the Corporate Service team by offering useful vendor knowledge and helping create and edit innovative project ideas
- Strategy (25%)
 - Identify, foster, and maintain strategic partnerships with corporate and community partners throughout New Jersey and on a national level
 - Proactively identify potential challenges and determine creative solutions
 - Advanced knowledge of customer relations management (CRM) system, Salesforce; Classy; and Constant Contact

Qualifications:

- Bachelor's Degree
- At least **4 years** of nonprofit and event planning experience



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- Subject matter expert in Corporate Social Responsibility and how to meet company's philanthropy goals through volunteerism
- Exemplary leadership skills – serving as a trusted resource for decision making and skills development for Corporate Relations Managers
- Exemplary oral and written communication skills; ability to articulate goals and visions to others
- Time management and ability to delegate
- Exceptional situational awareness – recognizing when teammates are struggling and being able to support their needs
- Ability to think creatively and strategically to take on roles outside of the Senior Manager of Corporate Relations duties to help the department and organization grow
- Proven ability to problem solve in high stake situations
- Ability to 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
- Ability to lift and carry 50 pounds
- Ability to stand for long periods of time
- Reliable vehicle and valid driver's license

To Apply:

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