



Jersey Cares Corporate Relations Manager

Are you ready to impact your world? Reporting to the Director of External Affairs, the Corporate Service Manager must be enthusiastic about being a part of a diverse team of individuals that plan customized volunteer service projects for Jersey Cares corporate partners and for engaging employees of New Jersey-based corporations in Jersey Cares Annual Events. The ideal candidate would have event planning or project management experience. This individual will plan projects, create new project ideas, staff projects and manage corporate partner accounts.

About Jersey Cares

Jersey Cares is a grassroots organization committed to creating systemic improvements in local communities by encouraging civic engagement. As a leader in volunteerism in New Jersey, Jersey Cares increases the level of meaningful volunteer engagement by creating and managing efficient, impactful projects that address critical community-identified needs. Jersey Cares works directly with nonprofits to assess these opportunities, create projects to address their needs, then recruit and manage volunteers to support the programs.

Responsibilities:

Reporting to the Director of External Affairs, responsibilities of the Corporate Service Manager include but are not limited to:

- Identify, foster and maintain strategic partnerships with community partners throughout New Jersey.
- Design and lead days of service for small and large groups of corporate volunteers.
- Manage logistics for multiple days of service that run concurrently.
- Manage multiple corporate partner accounts simultaneously.
- Manage vendor relationships to identify and procure project supplies.
- Support Senior Managers with all aspects of project preparation, both administrative and physical.
- Develop new projects and workshops to actively engage volunteers.

- Proactively identify potential challenges and determine creative solutions.
- Management of the customer relations management (CRM) system, Salesforce.
- Instill a sense of enthusiasm among volunteers.

Qualifications:

- Bachelor's Degree or equivalent experience.
- Strong project management skills.
- Experience having worked with a high-performance, collaborative, constructive team.
- An individual who can 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 partner agencies.
- Exemplary oral and written communication skills.
- Ability to work flexible hours, especially weekends.
- Access to a vehicle.
- Ability to lift and carry 50 pounds.
- Ability to stand for long periods of time.

To Apply: Please submit a cover letter stating why this opportunity is right for you based on your experience and resume (no calls and a resume without a cover letter is not reviewed or considered).

Attn: Kristen Coppola, Director of External Affairs
kristenc@jerseycares.org
 Subject: Corporate Relations Manager

Job Type: Full-time/Benefits

Required education: Bachelor's