



We're Hiring!

Position Available: Director of Corporate and Donor Relations

Position Type: Full-time

Position Purpose: Reporting to the Executive Director, the Director of Corporate and Donor Relations will be responsible for developing and maintaining new and existing corporate partnerships and overseeing HandsOn's fundraising efforts. The Director of Corporate and Donor Relations oversees the Corporate Relations Team composed of Corporate Account Managers (3) and Extra Hands CSR Specialists (3). This position will directly supervise the Account Managers; the CSR Specialists are supervised by the Senior Account Manager. In addition, the Director of Corporate and Donor Relations will be part of the HandsOn Bay Area Management Team.

Position Responsibilities:

Corporate Sales and relationship building

- Secure corporate contracts, grants and sponsorships.
- Identify, research and cultivate relationships with new corporate partners.
- Act as a spokesperson for HandsOn for inbound inquiries.
- In conjunction with the Corporate Account Manager team, grow the existing portfolio of corporate partners by promoting the full range of community service offerings from HandsOn.
- Create a menu of existing sponsorship opportunities, and work with the Executive Director & Marketing & Creative Manager to develop sales pitch and deck, plus any associated media.
- Write proposals to prospective clients and corporate sponsors.
- Write letters of agreement, memos of understanding and statements of work for corporate partners.
- Maintain a database of sales opportunities and leads using Salesforce.
- Work with the Executive Director, Director of Finance, and other team members to determine annual revenue goals.

Account Management

- Supervise and support team of Corporate Account Managers.
- Assign Corporate Account Managers to new accounts.
- With support from the Corporate Account Managers, create an annual outreach schedule for all corporate partners.
- Attend all kickoff meetings, debrief meetings, and high-level strategy meetings with corporate partners.
- Work with Corporate Account Managers, Community Agency Relations team, and Volunteer Experience team to ensure all partners are receiving high quality services.
- Troubleshoot any issues or questions that arise in the delivery of services to partners.
- Work with the Finance Team to manage the accounts receivable process, including contract signing, invoice creation, and follow-up for payment.
- Work with the Management Team to develop the necessary processes, systems and tools to ensure smooth workflow between departments.

Development

- Support the development and fundraising efforts of HandsOn Bay Area.
- Work with the Executive Director to strategize and develop annual campaign fundraising efforts.
- Oversee grant-writing efforts and content.
- Ensure that all grant reports and fundraising deliverables are being met.

Responsibilities of all HandsOn Bay Area Staff:

- Embrace HandsOn Bay Area's mission and core values.
- Be ambassadors for HandsOn Bay Area in the community.
- Support the fundraising efforts of the organization.
- Act as leaders on HandsOn Bay Area corporate service projects as necessary.

Volunteer Project Development

- Coordinate and/or conduct site visits with nonprofit agencies to scope out which activities the volunteers will complete either virtually or in person (examples: career readiness assistance or gardening).
- Research, organize, and prepare plans to make the volunteer project a success.
- Communicate professionally with corporate clients about the details of the events.

Day of Volunteer Project Management

- Ensure that the project experience is productive, safe, and fun for the volunteers.
 - Welcome, direct, and instruct/manage large groups of volunteers.
 - Communicate clearly with volunteers to articulate goals of the project.
 - Troubleshoot any problems that might arise.
 - Coordinate project wrap-up/clean-up as the project is ending.
 - Ensure that the project goals are met.
- Occasionally work in our warehouse to organize and package supplies for volunteer projects and assist with supply delivery/retrieval.

Requirements:

- Understanding of corporate philanthropy, social responsibility (CSR) sponsorship and sales.
- Minimum 3 years experience with face-to-face solicitation and direct client contact.
- Experience with managing personnel.
- Proven track record of taking part in or closing deals with corporate clients on behalf of nonprofit entities.
- Experience with Salesforce is strongly desired.
- Familiarity with Google Suite: Gmail, Calendar, Drive, Sheets, Docs, and Slides.
- Ability to organize and plan virtual and in-person volunteer projects.
- Comfortable speaking in front of and facilitating groups (from 10 to 100+), both virtually and in-person. Enthusiasm to take on leadership of large-scale projects (100+ volunteers).
- Great customer service skills; good interpersonal and communication skills, written & verbal.
- Able to provide positive supervision and mentoring for volunteers at a project.
- Detail oriented. Able to multi-task with flexibility to succeed in a fast-paced environment.
- Valid CA driver's license (or willingness to obtain a license) for travel to project sites and meetings throughout the Bay Area.
- Ability to lift and carry event supplies and load them into our fleet.
- Some evening and weekend commitments.
- Open to and excited by the opportunity to inform our strategic thinking and planning

Traits:

- A team player who can also work independently AND have fun!
- Interested in nonprofit work and believes in the value of community service.
- Highly organized, great attention to detail, excellent time-management skills.
- Professional demeanor in person, in email or phone communications, and in virtual meetings. Strong customer service skills.
- Handy with basic project budgeting.

Important Dates & Information:

- January 19th: applicant submission deadline
- January 21st through January 27th: in-person interviews
- Start date: Monday, February 14th or shortly thereafter
- HandsOn is contractually obligated to run background checks on our employees
- All HandsOn Employees are required to be fully vaccinated (including boosters) against COVID

19

- While remote work is allowed for various periods of time, All HandsOn employees are required to live in the San Francisco Bay Area in order to be available to lead volunteer projects

Compensation

\$75,000 to \$85,000 yearly (based on experience). Includes a great benefits package: health/vision/dental insurance - premiums covered 100% for employees, 50% for spouse/registered domestic partner/children; 3 weeks of vacation; community service time off; sabbaticals; and 401k plan with up to 4% salary match.

HandsOn Bay Area is committed to making diversity, equity, and inclusion part of everything we do. Bring your true self. Uniqueness is powerful.

How to Apply

Email a cover letter and resume (please convert all attachments to pdf) to jobs@hoba.org by January 19th, 2022.

1. Include the following email subject line: Director of Corporate and Donor Relations - [insert your last name here].
2. Address the following in your cover letter: What makes a high-quality customer experience?

HandsOn Bay Area's Core Values and Mission

Mission

People Helping People™

About Us

HandsOn Bay Area creates awesome volunteer projects to connect companies and people like you to schools, parks and nonprofits that need your help.

HandsOn Bay Area volunteering projects address critical community issues such as hunger and homelessness, the environment, youth development and more. Each year, we mobilize 27,000+ volunteers to help 250+ local schools, parks and nonprofits with over 69,000 hours of volunteer support.

[Check out one of our videos for an example of our work.](#)

Core Values

HandsOn Bay Area works to make positive change in our community while modeling an organizational culture that allows all team members to succeed. We strive to uphold the following values in all that we do.

- **High-Quality Programming**

HandsOn Bay Area provides high-quality experiences that fuel further action. High quality is the lens for all of our partners - volunteers, agency partners and corporate partners. If we let someone down, we will work to make it up to them as quickly as possible.

- **Service Unites**

HandsOn Bay Area believes that the challenges and issues that we as humans face in the world can be met and improved through the powerful human connections created by service. We are

guided by Dr. King's profound statement - "Everyone can be great because everyone can serve."
Service is the path by which we can all take part in the healing of our world.

- **Corporate Social Responsibility**

HandsOn Bay Area believes that corporate partners can be positive contributors in the community. We seek to guide and direct the energy of our corporate partners to do good by creating high quality programming rooted in the real need of the community.