



## 2022 Community Partnerships Director

**Reports To:** Executive Director  
**FTE:** 100%, exempt (salaried)  
**Salary Range:** \$60,000 - \$75,000

Community Shares of Wisconsin (CSW), a Madison-based fundraising federation of 70 nonprofit organizations focused on social and environmental justice, seeks a Community Partnerships Director, a key role at CSW that will manage all corporate sponsorship solicitation and grant-writing, manage our Annual Change-Maker Awards Celebration, and support The Big Share online giving day.

This position will be a key contact with our corporate partners in the community and will be responsible for solicitation and management of our sponsorship planning and implementation. In addition, the Community Partnerships Director will play a key role in planning and implementation of our annual Change-Makers Awards event and support The Big Share online giving day.

The ideal candidate will be detailed and have excellent project management skills. Having experience with other online giving days or special events is important. A shared commitment to social and environmental justice is essential.

### **Job Responsibilities**

#### **A. Corporate Donor and Grants Development (25%)**

1. Oversee fundraising activities related to the cultivation, solicitation, acknowledgement, and the ongoing communication with corporate donors who support various initiatives and events.
2. Research and manage solicitation of and reporting on grants from private foundations.
3. Participate in face-to-face solicitations with corporate donors.
4. Secure corporate sponsorships for The Big Share and Change-Makers Awards event.
5. Maintain corporate relations solicitation process to ensure appropriate tracking and solicitation of corporate donations and sponsorships.
6. Track and analyze corporate giving performance and prepare an annual report related to retention and giving levels.
7. Oversee the ongoing identification and research of new prospective corporate donors.
8. Develop opportunities to increase involvement from members of the corporate community in Community Shares work.

#### **B. Production of Annual Change-Makers Awards Event (25%)**

1. Manage and implement Change-Maker Awards events
2. Work closely with Development Director to coordinate awards
3. Attend meetings and help to manage logistics with vendors
4. Coordination of any video production necessary when events take place in a virtual setting
5. Manage corporate sponsor solicitation and recognition

6. Coordination with Communications Consultant to create and implement social media promotion

**C. Support Implementation of The Big Share Online Giving Day (25%)**

1. Secure and manage corporate sponsorships
2. Recruit and develop businesses to host Business Fundraising Pages
3. Assist with training and support of CSW non-profit members
4. Assist with coordination of corporate sponsors during Big Share Live virtual telethon

**D. Workplace Giving Campaign Support (10%)**

1. Contact and secure meetings with area employers to discuss including Community Shares of Wisconsin in their employee giving campaign.
2. Provide workplace campaign kickoff presentations in coordination with workplace campaign staff.
3. Support Workplace Giving staff with special donor development events.

**E. Racial Justice Advocacy and Learning (5%)**

1. Actively engage in training and education related to racial justice and other Diversity, Equity, and Inclusion activities.

**F. Other Duties (5%)**

1. Attend relevant community events that increase awareness of CSW
2. Perform other duties as needed.

5/3/22