



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Corporate Relations Executive

OPEN: Immediately

LOCATION: Washington, DC

CLOSE: Until filled

CONTACT: Eduardo Pereira, Senior Director
of Corporate Relations

SALARY: Commensurate with experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers at the national and local levels. For 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook and Twitter.

SUMMARY

UnidosUS is seeking a highly motivated Corporate Relations Executive. The Corporate Relations Executive will focus on customer acquisition, lead generation, and prospect management, as this role will garner and meet with potential clients and current corporate members.

Reporting to the Senior Director of Corporate Relations, the Corporate Relations Executive will research client business referrals, network, and web leads; provide prospective partners/sponsors with all services offered and additional presentations as needed; and work with clients to create solutions for their needs and consult throughout the sales process. Must be energetic, well-spoken, and eager to close sales and increase revenue.

RESPONSIBILITIES

- Manage a portfolio of 35-50 corporate partners with annual giving of approximately \$2 million in revenue
- Manage, solicit, and steward a portfolio of existing and prospective corporate partners
- Develop corporate proposals and agreements, working closely with corporate relations

team, program, communication and other key staff to engage companies in partnerships that supports UnidosUS' mission focused work

- Raise revenue for signature annual institutional events, unrestricted corporate giving, and multi-component institutional giving.
- Research and implement a plan to streamline corporate giving strategies for current and new corporate partners
- Manage and support, Senior Director, SVP, and CEO's corporate partner visits including pre-visit research and strategy, follow-up, documentation, and stewardship
- Provide excellent account management to maximize income for UnidosUS
- Represent UnidosUS at meetings, conferences, events, and other functions
- Execute corporate deliverables for signature annual institutional events and other engagement opportunities strategically aligned with organizational mission and priorities
- Serve as internal and external point of contact for all corporate giving inquiries
- Build partnerships with institutional leaders and colleagues to maximize corporate fundraising
- Maintain familiarity and current knowledge of industry tools and technology, industry events and training on emerging trends in the industry
- Work with Business Affairs/Finance to ensure accurate recording of sales; documentation of contracts and transactions; facilitate collection of payments; and work with Senior Vice President to report results and progress to appropriate audiences, including Board of Directors and organization leadership
- Display strong analytical skills to evaluate all activity using NTX database
- Maintain a solid understanding of UnidosUS, its programs and initiatives, operational structure, history, etc.
- Maintain a solid understanding of the U.S. Hispanic culture, community, consumer, market insights, and market trends
- Provide excellent customer service and logistical support on-site at events
- Respond to general inquiries regarding UnidosUS and signature events via phone, email, and in-person at UnidosUS signature events, as well as carry out other routine office functions
- Perform other duties as assigned

Measures of Performance

- Achievement of targets and increase in corporate supporter base
- Achievement of retention targets for corporate supporters
- Securing significant corporate sponsorship for programs and events
- Degree of enhancement of UnidosUS profile within the business community and with well-connected individuals
- Quality and effectiveness of administration
- Team work

Knowledge/Skills/Abilities Required:

- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in corporate fundraising
- Demonstrated ability in grant and proposal writing at appropriate levels for varied proposal development
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations
- Self-motivation and discipline to regularly set and achieve work goals
- Excellent organizational, interpersonal and networking skills with large groups as well as with individuals are essential
- Ability to maintain a high level of poise and professionalism in all circumstances
- Ability to initiate and build relationships with prospective corporate donors, and interact via telephone and in person with institutional representatives
- Demonstrated ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision
- Demonstrated record of success in generating significant commitments from corporations
- Exhibit clear and effective communications skills to communicate the “value” of a partnership with UnidosUS

QUALIFICATIONS

- Bachelor’s degree in business and/or finance from an accredited College or University required.
- 4-7 years of experience in development, corporate partnerships, member relations and/or finance required. Preferably in the non-profit industry.
- Demonstrated abilities as a steward of positive relationships with internal and external organizational partners and exhibiting a comfort level when dealing with senior executives.
- Outstanding organizational and deadline management skills.
- Disciplined, confident and communicative self-starter capable of making sound, ethical, independent judgements.
- Excellent communication skills, both oral and written.
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.
- Bilingual (Spanish-English) skills a plus.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

1126 16th St., NW, Suite 600

Washington, DC 20036 or

hrmail@unidosus.org

Subject Line: Corporate Relations

Executive

Attn: Eduardo Pereira, Senior Director of Corporate Relations

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.