



Open Arms of Minnesota Job Description: Director of Corporate Partnership

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our state-of-the-art kitchen, OAM staff members and more than 3,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 4,000 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: November 16th, 2023

Closing Date: Until filled

Position Overview:

This full-time, salaried position contributes to the fulfillment of Open Arms' mission by building, expanding, and managing a robust corporate sponsorship program for Open Arms, stewarding relationships that yield immediate and increased results, creating lasting partnerships with the business community. Reporting to the Chief Development Officer, the Director of Corporate Partnerships will be responsible for meeting annual revenue targets by identifying and securing corporate and corporate foundation gifts and partnerships up to six+ figures. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and is expected to consistently maintain a high level of customer service to all guests, clients, and fellow team members.

Primary Job Responsibilities:

- Identify, pursue, and secure new partnerships with corporations, businesses, and other organizational groups for a significant increase in general operating support and signature events and programs.
- Build a portfolio of sponsorship opportunities for potential partners including but not limited to sponsorships of vehicles, physical spaces, communication mechanisms, equipment, assets, and programs (i.e., a weeks' worth of meals).

- Steward existing corporate funding partnerships, maintaining and ultimately increasing revenue.
- Lead the development of 360-degree sponsorship proposals complete with solicitation, pricing, volunteer opportunities and brand visibility.
- Work with Volunteer Engagement Department to identify and cultivate corporate volunteer groups with which to build funding relationships.
- Collaborate with Chief Operating Officer and other operational staff members to identify vendors and others to pursue and nurture funding relationships.
- Identify opportunities to increase income from earned revenue and sales of products from corporate partners.
- Work with board members, donors, and volunteers to identify and cultivate potential corporate partners.
- Attend networking and community events to establish for the organization a visible/vocal presence in the community.
- Establish annual work plans, revenue targets and key performance indicators in close collaboration with Development Team.
- Ensure execution of all contracts and other documents associated with partnerships.
- Oversee accurate fulfillment of sponsor benefits as appropriate to their respective agreement. Ensure recognition and appreciation efforts of corporate partnerships are creative, transformational and on-brand Collaborate with the Special Events Manager to ensure all signature events are appropriately supported by sponsors and effectively stewarded for optimal results.
- Supervise and support the Partner Relations Coordinator in nurturing existing and cultivating additional revenue-generating opportunities for Open Arms third-party partnerships (outside fundraising such as grocery store roundups, event nights at restaurant partners, etc.).
- Manage the engagement of new and existing corporate groups to increase participation in volunteer activities and events.
- Manage expansion and growth of revenue generating partnerships with local civic organizations and faith-based organizations.
- Assist with all development campaigns that may involve corporate matches, community, and volunteer/donor participation.
- Work with the communications team to leverage annual reports, newsletters, emails, website, and external tools to promote overall mission.
- As a representative of Open Arms, work with other Department staff members on special events, speaking opportunities and community activities.
- Assist the team in recruitment, retention, and recognition of volunteers, and help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking meaningful and positive interactions with them and maintaining a positive, friendly, helpful attitude always.
- Support the mission, value, and brand of Open Arms of Minnesota.
- Other duties related duties as assigned.

Staff Management and Supervision

Expectations for all Managers/Supervisors: Managers and Supervisors are role models for all staff and volunteers and are responsible for conforming to a high standard for work performance, ethics, integrity, collaboration, positive respectful communication and problem-solving. Open Arms is a dynamic, high change environment which demands that Managers and

Supervisors not only effectively manage their own department, but also work collaboratively with other departments and employees to constantly improve systems and operations.

- Directly supervise staff members, including the Partnership Relations Coordinator.
- Model the highest ethical behavior and set the standard for superior customer service to Open Arms clients, volunteers, and stakeholders.
- Oversee and manage goals and expectations for direct report(s).
- With HR Department as a resource, lead the functions of staff management including training and coaching for improved performance.
- Foster a team-centered work environment.
- Provide effective training, professional development, and ongoing performance coaching to ensure the staff meet the expectations of their position and are recognized for their achievements.
- With the support of HR, provide disciplinary action when necessary and work within OAM guidelines on when to seek assistance from HR or senior management on employee relations issues.

Requirements:

- Minimum 8+ years of fundraising experience, including significant experience in cultivating, soliciting, closing, and stewarding five to six-figure gifts.
- Experience in planning, leading, and managing fundraising campaigns and projects, to achieve desired outcomes, tracking and reporting on progress to management.
- Knowledge of principles of corporate social responsibility, cause marketing, employee engagement, sponsorship, product donations, social enterprise, philanthropy and grantmaking.
- Ability to conceptualize and describe funding needs in a way that is compelling to prospects, donors, and other stakeholders.
- Ability to ideate and develop comprehensive proposals and create and deliver PowerPoint presentations.
- Proven track record in supporting organizational leadership in donor cultivation, communications, and events.
- 3+ years of staff supervision experience with an understanding of human resources, employee performance improvement plans, and corrective action policies
- High emotional intelligence (E.Q.), possibility thinking, collaboration and problem-solving ability.
- Ability to meet deadlines, prioritize conflicting needs; handle requests and projects expeditiously, proactively, and follow them through to successful completion, often with deadline pressures.
- Outstanding communication and organizational skills with an ability to work effectively with multiple stakeholders.
- Demonstrated understanding and ability to always maintain confidentiality and discretion requirements.
- Excellent written, presentation, and verbal communications skills with careful attention to details
- Ability to consult and interact with highest levels of corporate leadership & has established relationships.
- Experience in planning and working within budgets.
- Demonstrated ability to create, lead and motivate a team.

- Demonstrated ability to work independently and collaboratively.
- Ability to provide friendly, excellent collaborative service to internal and external constituencies.
- Advanced ability in MS Office and Internet research applications.
- Ability to create and contribute to a positive and supportive team environment.
- Ability and flexibility to work occasional evenings and weekends.
- Flexibility to work on two different worksites and off-site events.
- Sensitivity and commitment to diversity and ability to work respectfully with a wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer, and copy machine).
- Able to set up tabletop displays and speak at events.
- Able to sit for extended periods of time and/or work on feet for extended periods of time to operate standard office equipment (such as telephone, computer, printer, and copy machine).
- Able to sit for long periods of time.
- Ability to talk and hear, and to communicate verbally and in writing in English.
- Ability to review and reply to documents and information on computer screens as well as to use a computer and variety of software programs.

Reports To: Chief Development Officer

Location: Minneapolis and St Paul, MN

Compensation Range: \$85,000 - \$100,000 annually

Location: Minneapolis and St. Paul, MN

Hours: Full-time

To Apply: Please send a resume and cover letter to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Ave, Minneapolis MN 55404

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan, voluntary life, critical illness, hospital indemnity and accident insurance are also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer