



## Corporate Gifts Officer

Full time, Hybrid

### POSITION SUMMARY:

Reporting to the Manager, Events and Corporate Sponsorships, the person in this position plays an essential role in stewarding and growing a robust portfolio of corporate funders to support The Foundation's development goals.

### RESPONSIBILITIES:

Key responsibilities include, but are not limited to:

1. Assisting in generating sponsorship outreach and correspondence including mailings, proposals, letters of inquiry, marketing materials, acknowledgment letters, contracts, reports and preparing supporting materials
2. Managing fulfillment of sponsor benefits and activations, including branding assets such as logo and ad placement in event materials, ticketing, seating and inquiries, and custom sponsorships and events
3. Assisting in the management of the Foundation's Corporate Leadership Committee, including general correspondence, mailings, scheduling and attending meetings, taking notes and managing follow up, prospect research, stewardship
4. Providing administrative support to the Manager, Events and Corporate Sponsorships, including scheduling meetings, creating proposal materials, performing ongoing research and prospecting
5. Providing support for three signature Foundation events including the Celebrating Women® Breakfast, Radical Generosity Dinner and Neighborhood Dinner, as well as other Foundation events and custom sponsorship events. This includes attending planning meetings, providing timeline deliverables, managing lists and event outreach, production and program development, day of logistics, and event follow up
6. Maintaining accurate contact and correspondence records for corporate sponsors, making regular updates in database
7. Monitoring corporate giving/foundation and philanthropy news, including RFPs, corporate foundation press releases, website updates and announcements
8. Performing other responsibilities as assigned

## **PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:**

- Two – three (2-3) years of experience in nonprofit development/fundraising including corporate fundraising
- Administrative, project management and some event planning experience
- Strong writer and editor, able to communicate about the Foundation, its mission, work and events effectively in multiple formats
- Bachelor's degree or equivalent experience with emphasis on business, communications/marketing, or related field required
- CRM/Fundraising database experience strongly preferred
- Grant writing experience a plus
- Outstanding creative and critical thinking and interpersonal skills
- Highly detail-oriented with excellent organizational and time management skills and the ability to move multiple projects forward simultaneously
- A demonstrated ability to work independently and collaboratively as part of a highly motivated, energetic development team
- Professional manner in dealing with corporate and high-level donors and volunteer leadership
- Dedication to The New York Women's Foundation's mission to advance an equitable and just future for all women and girls, (cis and trans), non-binary and gender-expansive people.
- Microsoft Office suite including Power Point proficiency
- Adobe or Canva design experience a plus

**TO APPLY:** To apply, please submit a cover letter describing qualifications for and interest in the position, a resume and contact information for three (3) references to [hr@nywf.org](mailto:hr@nywf.org). Place the title of the position for which you are applying in the subject line and indicate where you saw this announcement.

The start date for this position is expected to be ASAP after the candidate is selected and is negotiable depending upon the candidate's prior commitments. The New York Women's Foundation is a hybrid workplace, with employees working both in-office and remotely commensurate with what is required to perform effectively. This position will be expected to work in-office at least one – three days a week.

**COMPENSATION:** \$65,000 - \$90,000

**HIRING POLICY:** The New York Women's Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

All employees and guests to the facility must be fully vaccinated. If you would like to request a reasonable accommodation to be interviewed please request one when applying at [hr@nywf.org](mailto:hr@nywf.org).

**NO TELEPHONE CALLS, PLEASE.**