



## **We're Hiring a Corporate Engagement Officer!**

Mary's Place empowers homeless women, children, and families to reclaim their lives. We operate a women's day center and several 24x7 family centers and shelters in King County. We serve hundreds of families—moms, dads, and children—providing a safe place for them to be inside and together at night, along with food, showers, clothing, and access to housing and employment resources to help them find their forever homes! Valuing diversity and championing equity are core values at Mary's Place. Mary's Place is an equal opportunity employer with a culturally diverse work environment and a commitment to social justice.

### **Position Description**

The Corporate Engagement Officer supports the Chief Development Officer in building relationships with, expanding outreach to, developing strategy for, and soliciting and securing sponsorship funding from local, state, and national businesses and corporations. The position conducts prospect identification and research, and takes the lead in the proposal development process that speaks directly to the specific interests and priorities of each corporate partner. As part of the research efforts, this person will analyze corporate giving capacity.

The position will ensure ongoing and fluid communication with corporate partners and will regularly report on strategy and status to the Executive Director and Chief Development Officer. The Corporate Engagement Officer enables Mary's Place to continue a strong growth trajectory in corporate support, including workplace giving and group volunteer programs.

### **Key Responsibilities**

- Develop strategies to ensure effective, timely cultivation, solicitation, and stewardship of corporate partnerships, and build corporate pipeline for future success
- Work with the Executive Leadership Team to develop and implement a corporate business strategy that supports the entire organization
- Collaborate with Chief Development Officer to oversee the No Child Sleeps Outside fundraising campaign
- Coordinate with Grant Writer on development and writing of corporate foundation proposals and solicitation materials
- Develop assets and identify new creative opportunities to add value for partners and deepen corporate engagement, including gratitude and recognition programs

- Coordinate with Director of Communications to develop collateral, and support corporate partnerships through social media support
- Represent Mary's Place at events, and support the Development team with projects as needed

## **Skills/Qualifications Required**

- Bachelor's degree or equivalent experience and minimum of five years of fundraising experience, with at least three years focused on corporate giving and relationships
- Proven track record in securing large donations and increasing existing partner contributions
- Outstanding oral and written communication skills, including the ability to interact and communicate clearly and effectively with both domestic and international audiences and colleagues. Proven ability to rapidly draft clear, concise, and culturally aware business correspondence.
- Prior experience leading a highly successful corporate fundraising campaign, including annual corporate fundraising of over \$5M annually
- Working knowledge of marketing and public relations and their implications for and relationship to philanthropy.
- Ability to think strategically, multi-task, prioritize, respond promptly, and meet deadlines and performance goals
- Proficiency in Microsoft Office and donor database software (experience with eTapestry and Raiser's Edge software a plus)
- Ability and willingness to work a flexible schedule as needed, including occasional evenings and weekends
- Highly motivated, resourceful, flexible, and possesses a positive attitude and sense of humor
- Strong understanding of and commitment to the Mary's Place's mission of empowering homeless women, children and families
- Ability to interact effectively with volunteers and co-workers of all levels, as well as with representatives of other organizations and institutions
- Exhibits compassion and empathy; works well with men, women and children from all ethnic, social, economic and sexual orientation backgrounds

## **Compensation**

This is a full-time, exempt position requiring long hours as well as evening and weekend work. The salary is \$65,000 to \$90,000 annually, depending on experience.

In addition, Mary's Place offers the following benefits to full-time staff:

- Medical and dental insurance with the cost for core employee coverage paid at 100% by the company and very competitive family rates
- Unlimited use ORCA pass for just \$3.50 per pay period
- 10 days paid time off (PTO) each calendar year (accrued by pay period)
- 10 days of sick time each calendar year (accrued by pay period)
- 9 paid holidays (8 designated company holidays and 1 day of choice)
- Employee Assistance Program
- Short and long term disability insurance

## **How to Apply**

Applications accepted until the position is filled. Internal applicants will be given priority. Please send cover letters and resume to [Lea@marysplaceseatle.org](mailto:Lea@marysplaceseatle.org). No phone calls please, only applicants selected for interviews will be contacted.

[www.marysplaceseatle.org](http://www.marysplaceseatle.org)