



Archdiocese of Baltimore Central Services Job Description

Job Title: Senior Associate Director, Strategic Corporate Sponsorships
Grade:
FLSA Status: Exempt
Division/Office: Advancement
Department: Advancement
Reports To: Director of Corporate and Foundation Relations
Standard Hours: Minimum 40 Hours per week

.....

Description

The Senior Associate Director of Strategic Corporate Partnerships will work with the Chief Advancement Officer (CAO), Director of Corporate and Foundation Relations, Advancement Senior Staff, and other Archdiocese of Baltimore leaders and stakeholders to grow the roster of corporate funders while also ensuring excellent engagement and stewardship of existing and new funders. The ideal candidate will demonstrate excellent written communications, convincing case-building messaging that thoughtfully articulates the funding need, mission fulfillment, and strategic funding partner alignment.

This entrepreneurial-minded professional will have strong project management skills and a sound understanding of marketing and promotions practices to ensure targeted campaign or event success. Additionally, the Senior Associate Director (SAD) will create and implement multiple facets of the Advancement Department’s strategic corporate and foundations engagement plan.

Importantly, the SAD will provide fundraising leadership and oversight of growth strategies for the AOB’s signature scholarship program, Partners in Excellence (PIE), and for two signature fundraising events, the PIE Back-to-School Breakfast and the biannual Archdiocese of Baltimore Medal of Honors Gala, with an emphasis on creating new sponsorship opportunities and building new corporate funding relationships beyond Baltimore City. This person will play a lead role in managing all aspects of the Partners in Excellence Scholarship Program and these two high-profile events, including but not limited to direct fundraising, facilitating planning meetings, volunteer management; and developing and coordinating targeted mass solicitation and live and silent auctions. In partnership with the Director of Corporate and Foundation Relations and Advancement Senior Leadership, this energetic professional will play a vital supporting role to sustain and grow the whole ecosystem of Corporate and Foundation Relations.

The ideal candidate will create efficiency by forecasting, monitoring utilization, and identifying opportunities to move relationships forward. This professional must be highly approachable, collaborative, and focused on results, yet be comfortable with temporary ambiguity.

Essential Functions:

- **Portfolio Fundraising**
 - Generates leads and cultivates new corporate and foundation relationships
 - Maintains an established portfolio of corporate and foundation funders and develops new relationships that result in additional philanthropic support, with a special focus on the Partners in Excellence Scholarship Program and other scholarship support
 - This professional will raise at least \$500K annually and will work with the Director of Corporation and Foundation Relations on securing additional funding to achieve total annual support for PIE that is north of \$1.5M
 - Creates and executes successful fundraising strategies for the following:
 - Corporate Giving
 - Underwriting
 - Live and Silent Auctions
 - Partners in Excellence Giving Day
 - PIE Back-to-School Breakfast
 - Biannual Archdiocese of Baltimore Medal of Honors Gala

- **Engagement and Stewardship**
 - Improves corporate and foundation donor communications and stewardship, which includes developing engaging reports that highlight program outcomes and successes and ensures the fulfillment of stated benefits and recognition plans as outlined in sponsor agreements
 - Works with the Advancement Senior Staff to strengthen the corporate volunteer engagement program
 - Works closely with Advancement and other colleagues to form event Host Committees to attract an audience of peers and new donor prospects, and grows the pipeline for leadership volunteers
 - Serves as the Advancement’s primary leader and liaison for event volunteer committees and select volunteer boards
 - Writes authentic, engaging, donor-centric funding proposals that strategically align with the AOB’s programs, ministries, and mission



Archdiocese of Baltimore Central Services Job Description

- Collects program data, outcomes, and success stories, that can be shared in the form of impact reports, with funders and other stakeholders as appropriate
- Communicates regularly with Advancement team members and others as needed to ensure a transparent process throughout the life cycle of the grant or sponsorship, from submission to close
- **Event Planning and Management**
 - Partners with the Special Events Consultant and others on event logistics
 - Consults with the Communications office on various communications strategies, including pre and post-event press, printed and digital invitations, digital and web communications, and all other related materials
 - Manages timeline of activities and deadlines ○ Oversees platforms and contracts for mobile bidding, auctions and local advertising

Secondary Duties and Responsibilities

Other duties and special projects may be assigned to meet the department's and the organization's needs.

Experience, Knowledge & Skills Required

- Self-starter and team-oriented with an entrepreneurial spirit who can construct creative solutions
- Successful record of securing corporate and foundation funding
- Possess the initiative, patience, and resourcefulness in adapting to change and responding to opportunities in an entrepreneurial environment
- Ability to work collaboratively and collegially with immediate team members
- A deep understanding of donor database platforms and CRMs
- Solid researching skills, excellent communication abilities (oral and written), strong attention to detail, and organizational skills
- Ability to build client trust via in-person, telephone, and electronic communications
- Must be able to handle multiple projects simultaneously and demonstrate initiative
- Ability and inner drive to adhere to best practices for relationship management, donor stewardship, and advancement principles and practices
- Computer proficiency, particularly in MS Outlook, Word, Excel, and PowerPoint as well as well-developed database, spreadsheet, and word processing computer skills; ability to quickly learn and assimilate new systems and information
- Proven attention to detail, accuracy, and timeliness
- Ability to work independently and as a member of a high-functioning team
- Ability to anticipate needs and complete tasks proactively
- Availability to work a flexible schedule, including nights and/or weekends, to meet the demands of the position
- Pursue continued professional development programs to update job knowledge and expand personal network

Minimum Education and Work History Experience:

- Bachelor's Degree plus five to seven years of fundraising experience with an emphasis in corporation and foundation relations
- Preference will be given to candidates with strong relationships within Baltimore City and throughout Maryland
- Preferred candidates will also possess keen fundraising event, marketing and communications skills and a track record of fostering successful outcomes and exceptional guest/donor experience

Other Required Qualifications:

- Experience integrating strategy into an organization's larger vision, mission, and goals
- The ability to be flexible in working independently as well as collaboratively with organizational leaders and other staff to define and achieve goals for the greater good of the organization
- Understanding and appreciation for the mission of the Roman Catholic Church within the Archdiocese of Baltimore
- Outstanding written, technical, and other communication skills
- Positive attitude, proven ability to work successfully with diverse populations, and demonstrated commitment to promote and enhance diversity, equity inclusion, and participation (DEIP) solicitation strategies within the workplace

[APPLY NOW](#)