



# Community and Corporate Relations Manager

## Job Description

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**Title:** Community and Corporate Relations Manager

**Reports to:** Chief Development Officer

**FLSA Status:** Exempt

**Wages:** \$60,000/year

**Job Type:** Full-time

**Location:** Coastal Office

**Summary:** The Community and Corporate Relations Manager (CCRM) is a role that will strengthen the organizational capacity and sustainability by expanding the growth of private philanthropy through engagement and relations with the business and corporate sector. This position will identify, cultivate and maintain relationships with businesses and corporations, as well as provide proactive and preventative training to corporate partners on CCS' Core Issues and Healthy Relationship Curriculum. This position will collaborate with the Development team and actively participate in the formulation and execution of team-wide objectives.

### Essential Functions:

- Develop cultivation and solicitation strategies for a variety of diverse groups of identified corporate prospects to establish mutually beneficial partnerships and collaborations
- Develop and implement persuasive recruitment ideas and techniques for prospects and donors, incorporating these into oral and written presentations
- Oversee project-based partnership engagement related to corporate social responsibility programs (may include program design, communications, benchmarking, etc.)
- Provide regular, proactive trainings to corporate partners on CCS' Core Issues and Healthy Relationships Curriculum
- Maintain regular and on-demand contact with community partners; check on their experiences with CCS, and then streamline interactions and processes
- Represent CCS at speaking engagements, conferences, seminars, etc.
- Actively participate in the formulation and execution of Development team objectives and goals
- Other duties as assigned



**Job Requirements:**

**Education:**

- Bachelor's Degree in business, communications, marketing or related field or equivalent combination of education and experience

**Experience:**

- Five or more years of experience and demonstrated success in community relations, corporate relations, marketing and/or outreach

**Preferred Experience:**

- Knowledge of sexual assault and domestic violence issues
- Multilingual in one or more languages

**Core Competencies:**

- Experience in the full spectrum of business development of corporate and community partners including critical analysis, management of corporate relationships
- Exceptional written, oral, and presentation communication skills
- Ability to work with clients, staff, donors, and community members of varied backgrounds, educational levels, and ethnic origins; must demonstrate an acceptance and respect for cultural diversity in all its forms, including ethnicity, sexual orientation, abilities, and religious backgrounds
- Skilled in project management, including event planning and meeting deadlines; high degree of independent judgement and professionalism in a rapidly changing environment

**Working Environment:**

This job operates mostly in a professional office environment.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit for long periods of time, stand, and walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20lbs.

**Travel:**

40% travel mostly within San Diego County is required. Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

**Work Hours**

Employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. Occasional evening and weekend work may be required as job duties demand.

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**To Apply: Please send your resume and cover letter to Rebecca Rader at [RRader@ccssd.org](mailto:RRader@ccssd.org)**