FOOD BANK OF THE SOUTHERN TIER
POSITION DESCRIPTION

Position Title:	Corporate Partnerships Manager	**Status:**	Exempt
Department:	Development & Community Engagement	**W/C# / EEO#:**	8810 / 2
Position Level:	4	**Grade Level:**	715

JOB SUMMARY

The Corporate Partnerships Manager develops, implements, and manages a comprehensive corporate partnerships program that supports the Food Bank of the Southern Tier's fundraising goals, donor engagement initiatives, and long-term organizational sustainability. This position manages the full lifecycle of corporate partnerships, including prospect identification, cultivation, solicitation, stewardship, and renewal, while maintaining a defined portfolio of corporate partners and prospective funders. The Corporate Partnerships Manager is responsible for implementing partnership strategies, managing corporate relationships, monitoring portfolio performance, evaluating outcomes, and identifying opportunities to strengthen partner engagement and revenue growth.

This position collaborates closely with the Development & Community Engagement Department and other cross-functional teams to support fundraising initiatives and organizational priorities throughout the Food Bank's six-county service area. Success in this role requires exceptional relationship management, organization, project management, communication, and analytical skills, along with the ability to manage multiple competing priorities in a fast-paced, high-expectation environment, adapt quickly to changing needs, produce high-quality work with minimal supervision, and maintain strong attention to detail.

Reports To: Chief Development Officer

Work Type: Hybrid (minimum of two (2) days per week at FBST). Remote work requires a reliable internet connection with minimum speeds **of 50Mbps download and 8Mbps upload to** ensure consistent software functionality.

Operating Hours: Monday – Thursday, 8:00 a.m. – 4:00 p.m.; Friday, 8:00 a.m. – 1:00 p.m.

Location: 388 Upper Oakwood Ave., Elmira, NY 14903

KEY RESPONSIBILITIES

Corporate Partnership Strategy & Portfolio Management

- Collaborates with the Chief Development Officer to develop and implement corporate partnership strategies that support organizational fundraising goals, donor engagement objectives, and long-term sustainability.
- Manages a portfolio of approximately 50 corporate partners and prospective partners with annual giving potential of $10,000 or more, including five- and six-figure partnerships.
- Develops and manages relationships with corporate partners meeting established corporate giving thresholds while collaborating with other staff to ensure appropriate stewardship and engagement of developing corporate supporters.
- Develops, implements, and manages individualized annual partnership plans for assigned corporate partners, documenting goals, strategies, activities, and outcomes within the organization's donor management system (Blackbaud Raisers Edge).
- Identifies, researches, qualifies, and cultivates new corporate partnership opportunities to maintain a strong and sustainable fundraising pipeline.
- Monitors partnership performance, revenue, engagement, retention, and activity levels; analyzes results and adjusts implementation strategies as appropriate.
- Maintains accountability for achieving assigned revenue, engagement, stewardship, and activity goals through independent management of assigned partnerships, prospect strategies, and portfolio activities.

Corporate Relationship Management

- Cultivates and manages long-term relationships with assigned corporate partners through regular communication, meetings, site visits, stewardship activities, and impact reporting.
- Develops and implements solicitation strategies in collaboration with the Chief Development Officer, including preparing partnership proposals, funding requests, presentations, and customized engagement opportunities.
- Develops customized engagement opportunities that strengthen corporate relationships and increase financial support.

- Ensures timely stewardship activities, including acknowledgements, benefit fulfillment, reporting, recognition, and renewal planning.
- Implements strategies to retain, strengthen, and expand existing corporate partnerships.
- Coordinates stewardship activities for co-managed funders in collaboration with the Grants Manager and other Development staff.
- Partners with senior leadership on strategic donor relationships, joint solicitations, and high-impact partnership opportunities.

Corporate Campaigns & Partnership Initiatives

- Collaborates with the Chief Development Officer to establish campaign objectives and develop implementation plans and partnership strategies for corporate fundraising initiatives, including programs such as Check Out Hunger, Fill the Bus, Leader of the Pack, and similar corporate engagement opportunities.
- Collaborates with the Director of Communications, Volunteer Coordinator, and internal departments to support the successful implementation of corporate fundraising campaigns while ensuring activities remain aligned with partnership commitments, organizational objectives, and campaign goals.
- Serves as the primary relationship manager for corporate partners participating in fundraising campaigns and corporate giving initiatives by maintaining communication, coordinating commitments, and ensuring partnership expectations are fulfilled.
- Monitors campaign performance, revenue, participation, partner engagement, and return on investment; evaluates outcomes and prepares recommendations to inform future planning and decision-making.
- Collaborates with Communications and cross-functional teams to promote campaign success and ensure consistent messaging.

Program Administration & Cross-Functional Collaboration

- Collaborates with Communications to develop partner-facing marketing materials, recognition opportunities, partnership benefits, and promotional content that fulfills partnership agreements.
- Works closely with Development & Community Engagement staff to coordinate fundraising strategies, strengthen donor engagement efforts, and maximize organizational impact.
- Maintains a thorough understanding of Food Bank programs, funding priorities, strategic initiatives, and community needs to effectively represent the organization to corporate partners.
- Maintains accurate and timely documentation within the organization's donor management system, including donor activity, proposals, agreements, meeting notes, and partnership records.
- Develops, implements, and continuously improves departmental workflows, procedures, and standard operating procedures supporting corporate partnership management.
- Supports cross-functional initiatives and organizational priorities through collaborative planning, communication, and project participation.

Reporting, Planning & Performance Management

- Develops and delivers monthly, quarterly, and annual reports summarizing portfolio performance, fundraising progress, pipeline activity, engagement metrics, and partnership outcomes.
- Collaborates with the Chief Development Officer to establish annual performance objectives and monitors progress toward fundraising, stewardship, solicitation, and engagement goals.
- Uses performance data and fundraising metrics to forecast revenue, identify trends, and support strategic planning and decision-making.
- Identifies partnership risks, gaps, and growth opportunities and recommends appropriate actions to strengthen portfolio performance.
- Maintains appropriate documentation and reporting of business expenses, donor stewardship activities, and partnership-related expenditures in accordance with organizational policies and procedures.
- Supports departmental planning, forecasting, budgeting, and organizational reporting through accurate data analysis and performance reporting.
- Evaluates fundraising strategies and partnership outcomes to assess effectiveness, measure results, and inform future planning and decision-making.

Representation & Community Engagement

- Represents the Food Bank professionally at corporate partner meetings, community events, conferences, networking functions, Chambers of Commerce, fundraising activities, volunteer events, and other public engagement opportunities to strengthen relationships and increase organizational visibility.
- Serves as a primary representative of the Food Bank with corporate partners, fostering positive relationships that build trust, encourage long-term engagement, and advance organizational fundraising goals.
- Builds and maintains collaborative relationships with internal and external stakeholders to strengthen community partnerships and promote the Food Bank's mission and impact.
- Demonstrates professionalism, integrity, accountability, and sound judgment in all interactions while serving as an ambassador for the Food Bank.
- Participates in organizational committees, cross-functional initiatives, and employee engagement activities that support the Food Bank's mission, culture, and strategic priorities.
- Performs other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in Business Administration, Marketing, Communications, Nonprofit Management, Public Relations, or a related field preferred, or an equivalent combination of education, training, and relevant professional experience.
- Minimum of three (3) years of progressively responsible experience in corporate partnerships, business development, fundraising, major gifts, sales, or nonprofit development.
- Demonstrated success developing and managing corporate partnerships, donor portfolios, or major gift relationships.
- Demonstrated experience implementing fundraising campaigns, corporate engagement initiatives, or partnership development programs.
- Strong relationship-building, negotiation, presentation, written, verbal, and interpersonal communication skills.
- Demonstrated ability to analyze fundraising data, evaluate program performance, and use metrics to support planning and decision-making.
- Strong organizational, project management, and time-management skills with the ability to manage multiple priorities, competing deadlines, and complex projects.
- Proficiency with Microsoft Office Suite and donor relationship management systems (e.g., Raiser's Edge).
- Ability to travel throughout the Food Bank of the Southern Tier's six-county service area; occasional evening and weekend work may be required.

ADDITIONAL RESPONSIBILITIES

Professional Competencies

- Demonstrates integrity, professionalism, and sound judgment while maintaining confidentiality at all times and representing the Food Bank in a positive and professional manner.
- Communicates clearly, effectively, and professionally through written, verbal, and interpersonal communication, fostering collaborative interactions and building strong working relationships with colleagues, volunteers, community partners, vendors, donors, clients, and other stakeholders as applicable to the position.
- Produces accurate, high-quality, detail-oriented work while managing multiple priorities, competing demands, and tight deadlines in a fast-paced, high-volume environment; remains calm, adaptable, and motivated under pressure with consistent follow-through.
- Applies strong project management, organizational, analytical, problem-solving, and time-management skills to prioritize competing demands, streamline workflows, coordinate multiple projects, and consistently deliver work on time.
- Works independently with minimal supervision while collaborating effectively across departments to advance shared goals, support cross-functional initiatives, and achieve organizational priorities.
- Exercises independent judgment by anticipating challenges, evaluating information, prioritizing work, managing day-to-day responsibilities, cultivating partner relationships, resolving routine issues, allocating assigned resources, and making informed recommendations consistent with organizational policies, established procedures, and departmental objectives.

- Builds and maintains strong, trust-based working relationships through professionalism, responsiveness, collaboration, mutual respect, and a commitment to exceptional internal and external customer service.
- Demonstrates initiative by identifying opportunities to improve processes, enhance operational effectiveness, and implement or recommend practical, solution-oriented improvements.
- Demonstrates curiosity, adaptability, and a commitment to continuous learning by remaining current on industry trends, emerging technologies, best practices, and organizational priorities relevant to the position.
- Utilizes Microsoft Office Suite and other applicable business systems, donor relationship management systems, fundraising software, and technology to effectively plan, coordinate, manage information, analyze performance, support departmental operations, and advance corporate partnership and fundraising initiatives.
- Analyzes and interprets data using reports, dashboards, spreadsheets, graphs, formulas, and other analytical tools to identify trends, evaluate performance, measure outcomes, and support informed decision-making.

Equity, Ethics & Mission Alignment

- Engages respectfully and effectively with individuals from diverse socioeconomic, cultural, and lived-experience backgrounds while demonstrating sensitivity to the needs of vulnerable populations.
- Promotes fairness, cultural sensitivity, and equitable access to services, reflecting a strong commitment to justice, social responsibility, and the Food Bank's mission.
- Demonstrates behaviors that support an inclusive, respectful, and collaborative work culture, contributing positively to team cohesion and organizational climate.
- Upholds the Food Bank's Mission, Vision, and Organizational Values of Integrity, Inclusion, Learning, and Generosity through daily actions, communication, and decision-making.
- Adheres to organizational policies, procedures, the Code of Conduct, and all applicable federal, state, and local laws and regulations, including those related to confidentiality, privacy, documentation, ethics, compliance and professional standards.
- Fosters positive, constructive, professional, and solution-oriented communication that strengthens working relationships, promotes collaboration, and contributes to a respectful, inclusive, and productive work environment.
- Conducts all work in accordance with CCDR's Corporate Compliance and Ethics Program.

Work Environment & Availability

- Maintains flexibility to occasionally work evenings, weekends, or outside normal business hours to support organizational events, fundraising activities, campaigns, emergency response efforts, or other operational needs.
- Travels throughout the Food Bank's six-county service area as required.
- Possesses and maintains a valid driver's license and a driving record acceptable to the organization and its insurance carrier.

Physical Requirements *(with or without reasonable accommodation)*

- Uses hands and fingers to operate computers, office equipment, mobile devices, and motor vehicles.
- Sits, stands, walks, bends, stoops, kneels, reaches, and climbs stairs as necessary to perform assigned responsibilities.
- Remains in a stationary position for extended periods while working at a computer workstation or traveling.
- Occasionally lifts, carries, or moves materials weighing up to ten (10) pounds.
- Reads, prepares, reviews, and interprets written documents and electronic communications.
- Communicates effectively using verbal, written, and electronic communication methods.
- Operates standard office equipment, including computers, printers, telephones, cameras, and other communication technology.

Mission, Vision, and Values

- Mission: Working together to build and sustain hunger-free communities throughout the Southern Tier.
- Vision: The Food Bank of the Southern Tier is committed to creating a future without hunger, where access to healthy food by all is recognized as fundamental to the well-being and success of individuals and the foundation of a strong, vibrant society.
- Organizational Values: Integrity, Learning, Inclusion, and Generosity.
- Upholds and advances the mission and values of the Food Bank of the Southern Tier.

EMPLOYER'S DISCLAIMER

- The responsibilities and qualifications outlined in this position description are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.
- Employees may be assigned additional duties or responsibilities based on organizational needs.
- This position description does not constitute an employment contract or guarantee of employment. Employment with the Food Bank of the Southern Tier remains "at-will", subject to applicable laws and organizational policies.
- Any offer of employment is contingent upon successful completion of all pre-employment requirements, including a background check conducted in accordance with applicable federal, state, and local laws.