



## **JOB DESCRIPTION**

**Job Title: Corporate Partnership and Special Event Manager**

**Department: Development**

**Reports to: Director of Development.**

**FLSA: Exempt**

**Time Commitment: Full Time**

**Location: Hybrid**

**Organization Overview:** Founded in 1999, Covenant House Pennsylvania (CHPA) works to move Pennsylvania youth who experience homelessness toward stability and independence. CHPA operates three sites in PA (two in Philadelphia and one in York) and delivers basic needs and supportive services to young adults and young families including individual case management, educational/vocational services and on-site clinical support to address physical and mental health. CHPA is the Pennsylvania affiliate of Covenant House International (CHI), the nation's largest privately-funded nonprofit responding to the needs of young people who suffer from homelessness, abuse and neglect, and who are survivors of human trafficking. During FY22, CHPA is poised to reach 3,000 youth statewide. The organization has an annual operating budget of \$6M and a team of 60+ employees. The revenue mix for FY22 includes: 40% from local fundraising, 35% from government grants and contracts and 25% from CHI. CHPA recognizes our diverse community of youth, staff and supporters and strives to be equitable and inclusive in all of our practices and in the advancements of our mission.

**Position Summary:** CHPA is seeking a Corporate Partnership and Special Event Manager to work closely with the Director of Development and Executive Director to plan and execute special events, spearhead development communications, manage corporate partnerships and corporate volunteer opportunities, and execute peer fundraising initiatives to achieve the goal of raising \$625,000 per year in event revenue. The position will strengthen and grow the signature events and corporate partnership strategies that are shaped and supported by Covenant House International. The position will be responsible for at least two signature events - CHPA Sleep Outs - annually, managing at least 60 corporate partnerships and five networks of volunteers. Typically, 60% of time is focused on relationship development and 40% of time is focused on events.

The optimal person will have either a) three years of experience fully focused on corporate partnerships and events management or b) five years of broader fundraising experience with responsibilities that included corporate relationship development and event support. They will be adept at forming and nurturing mutually beneficial partnerships with corporations and volunteers and able to bounce back and forth between relationship development and logistical detail. Past experience in homeless services is not a necessity, but interest in learning about and then becoming a champion for Covenant House of Pennsylvania's mission are a must. Familiarity with philanthropic corporations in the region is not a necessity, but it is preferred.

**Essential Duties & Responsibilities include the following and may include other duties as assigned:**

**Corporate Partnerships:** Manage and build the corporate giving program with local and national organizations to meet the fundraising goal. This includes the planning of Corporate Service Days, recruiting Corporate Teams for Sleep Out, seeking grant opportunities, and having regular email, phone or in-person contact to ensure the relationship remains strong.

**Event Management:** Plan and execute all special events from start to finish, including developing recruitment and fundraising plans, engaging, cultivating and stewarding donors; leading engagement and fundraising initiatives through a multichannel approach; planning recruitment events; managing event donor matches and driving fundraising to meet

event budget targets; developing and managing timeline; establishing and managing vendor relationships and coordinating all event logistics.

**Network Management:** Oversee the work of Covenant House PA's networks (i.e., Young Professionals, Women's Leadership, Alumni) including organizing and staffing touch points and convenings, identifying and recruiting new members and creating meaningful volunteer opportunities for engaging groups in our work.

**Communications:** Work collaboratively with the Director of Development and Executive Director to execute development communications strategies that bolster fundraising. Manage Covenant House PA's social media channels including our Website, Facebook, LinkedIn, Instagram & Twitter accounts, engaging and educating followers about Covenant House's mission and programs. Lead work to keep CHPA's website compelling and current. Collaborate on video production.

**Volunteer Engagement:** Manage the volunteer program: field inquiries from individuals, companies, and community, church and civic organizations interesting in volunteering or donating to CHPA; assist volunteers with completing background check documents when appropriate and maintain volunteer files; organize quarterly volunteer meetings; create, schedule and manage meaningful projects in which to engage volunteers; interface with program staff to build process to identify meaningful opportunities for volunteers to support youth; conduct post-volunteering evaluation with volunteers, staff and youth as appropriate; capture volunteer information in database and generate thank you letters; coordinate volunteers for needed support on events (Development, Program, Holiday, etc.)

**Administration:** Work collaboratively with the Director of Development to manage gift processing/data entry using Panorama and produce acknowledgement letters to all donors in a timely manner. Generate weekly and monthly giving reports to keep track of fundraising priorities and goals.

All other duties as assigned.

**Compensation, Benefits, and Flexibility:** \$50,000-\$60,000, commensurate with experience, and with most benefits exceeding nonprofit industry standards. CHPA is open to discussing flexible work arrangements.

**Education/Experience Required:**

Bachelor's Degree in communications, marketing, liberal arts or related field required. Master's preferred.

Three to five years of fundraising or related experience which must include responsibility for at least some aspects of corporate relationship management and event management.

Excellent verbal, written and interpersonal communication skills with a strong knowledge of print and electronic media. Strong computer skills with working knowledge of Microsoft Office, desktop publishing with proven ability to use fundraising software.

Ability to work independently and as a team member.

Must be able to travel around the region.

Must have a valid driver's license with an insurable driving record.

Occasional weekend and evening work required.

**Application Process:** Email a) a one-page cover letter that conveys why you are well suited for this position and how it fits into your career, b) your resume, and c) two relevant writing samples to [CHPA@fairmountinc.com](mailto:CHPA@fairmountinc.com). No paper copies, please. Confirmation of receipt of the application will be sent by return email. No phone calls, please. Interviews will be arranged as soon as there is a qualified group of candidates.

**Americans with Disability Specifications 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl, talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.