



Corporate Relations and Special Events Manager
May 2019

Interfaith Outreach & Community Partners' mission is to engage the heart and will of the community to respond to emergency needs and create opportunities for all to thrive. Interfaith Outreach is a human service nonprofit that ignites the power of community to provide urgent and strengthening services in eight Twin Cities western suburbs so families can live their best lives, children can succeed, and the entire region can prosper and shine. Serving the west Hennepin communities of Hamel, Long Lake, Medicine Lake, Medina, Minnetonka Beach, Orono, Plymouth and Wayzata since 1979. For more information, visit iocc.org.

Interfaith Outreach is looking for highly qualified candidates for our **Corporate Relations and Special Events Manager** position, which is full time and benefit earning. This position is responsible for developing and implementing strategies for generating funds through events and corporate relationships to support the mission of Interfaith Outreach.

The Interfaith Outreach work environment is client centered, values driven, team oriented, fast paced, diverse, and focused on learning and professional development. We have a strong internal culture of collaboration and team support and a deep commitment across staff to mission.

Core Areas of Responsibility Include:

Management of Signature Events

- Plan and manage implementation of three annual signature events
- Recruit and support key volunteer leaders working on fundraising events and coordinate their efforts

Corporate Relations

- Attract and manage corporate sponsorships for all events and campaigns
- Plan and manage events focused on strengthening business partnerships
- Work closely with the Community Engagement team to engage businesses in volunteerism
- Work closely with Grant Specialist to integrate business relationship strategy as appropriate

Schedule Requirements: Full time; occasional evening/weekend hours required.

Required Qualifications Include:

- Bachelor's degree preferred.
- Three to five years of experience managing major fundraising events.
- Demonstrated experience in corporate and/or external relations.
- A high-energy person with a broad range of skills, including superior interpersonal skills; excellent verbal and written communication skills; exceptional problem-solving, organizational and time management skills.
- Ability to organize and lead volunteer groups in a focused, responsive and effective manner.
- Skills with the Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook. Basic understanding of relational databases.
- Ability to work independently under pressure and manage multiple projects and deadlines.
- Ability to anticipate organizational needs, recommend and help implement appropriate action in a self-directed manner.
- Must have access to reliable transportation and be willing to travel between work sites.

Preferred Qualifications:

- Grant writing experience a plus

To be successful as a staff person at Interfaith Outreach, the ideal candidate possesses the following characteristics and traits:

- A deep commitment and passion to Interfaith Outreach's mission and work
- A generator of new ideas and approaches while honoring the organization's rich history
- A versatile person who can work successfully in a broad array of organizational settings
- Demonstrated cultural competence with a focus on equity and inclusion
- Highly skilled at communication and collaboration
- Able to work effectively with volunteers
- Strong advocate for people living in poverty and social justice work
- Creative with the ability to think out of the box
- Approachable and a good listener
- An authentic leader who serves as a role model to staff, student interns and fellow colleagues with a transparent approach; ability to earn esteem and confidence of the leadership team

We offer competitive salary and a comprehensive benefits package.

Interested candidates should send a resume and cover letter to humanresources@iocp.org. Applications are considered as they arrive. Position open until filled.

Interfaith Outreach values a diverse work environment.

People of color and people from other underrepresented communities are strongly encouraged to apply.

Interfaith Outreach is an Equal Opportunity Employer.