



960 Carling Avenue, Building 106

Ottawa, ON K1A 0C6

## Manager of Corporate Giving and Sponsorships

4-H Canada | Ottawa, Ontario

**Reports to:** Director of Sponsorships

**Purpose:** As one of the most well respected youth-serving organizations in the country, 4-H Canada delivers world-class positive youth development programming in areas relevant to today's youth. 4-H Canada's Sponsorships department strives to generate the support needed to deliver programming that nurtures responsible, caring and contributing youth leaders who are committed to positively impacting their communities across Canada and around the world.

The Manager of Corporate Giving and Sponsorships is responsible for developing and implementing a sponsorship and partnership plan that builds and sustains support from corporate partners and national foundation granters. The manager will actively support department revenue goals that contribute to 4-H Canada's revenue growth and mission.

### Responsibilities

- Identify funding opportunities with private-sector organizations, corporations and national foundations and lead efforts to successfully secure restricted funds
- Establish new business pipeline, develop revenue projections for sponsored programs, and manage progress and reporting to meet goals
- Develop and execute a business and accounts plan to explore avenues of potential growth and recommendations for new programs
- Write key documents including strategic proposals, reports, and briefing notes
- Work collaboratively with 4-H departments to write and establish a suite of compelling materials (proposals, applications, hand-outs, PowerPoint presentations, reports, other) needed to secure funding and steward donors
- Negotiate program terms, initiate letters of agreement or contracts, and manage contract process through approval
- Lead cross-departmental project teams to successfully activate partners, ensuring strategic initiatives and business objectives are achieved for all groups and corporate partners
- Ensure 4-H standards are met, and that program performance meets the terms and conditions outlined in letters of agreement or contracts related to sponsorships, grants and funding partnerships
- Coordinate donor stewardship and recognition activities
- Provide Director with greater insights to strengthen program and brand position - addressing the changing dynamics of 4-H Canada's assets and markets

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- Manage database and records associated with sponsor and stakeholder relationships
- Represent 4-H in a positive manner during any internal and external opportunities and assignments
- Carry out other duties as determined by supervisor.

## Position Requirements

Experience and qualifications:

- Bachelor's degree in a relevant field
- At least 5 years of professional experience working in a fundraising or development capacity for an organization with significant national recognition
- A minimum of 5 years of relationship management experience, including establishing and growing relationships between private and non-profit sectors
- Proven ability to meet revenue goals
- Proficiency in Raiser's Edge or equivalent fundraising and CRM software preferred
- Demonstrated interest in the field of positive youth development and experience within the youth industry
- Ability to provide a clear criminal background check

Skills and abilities:

- Excellent written skills in English and outstanding attention to detail
- Exceptional oral communication, presentation, negotiation and relationship management abilities to engage and successfully work with partners, supporters and senior volunteers
- Self-directed, with demonstrated ability to work in a team environment
- Strong analytical, organizational and time management skills
- High degree of discretion and professionalism
- Ability to work a flexible schedule and to travel at times

**Deadline to apply:** Thursday, January 17, 2019 11:00 p.m. ET

**To apply for this position please email your cover letter and CV to:**

Megan Bomberry  
Director of Sponsorships  
4-H Canada  
[mbomberry@4-h-canada.ca](mailto:mbomberry@4-h-canada.ca)

**Learn To Do By Doing**