

Corporate Engagement Coordinator

Casey Cares Foundation

The Casey Cares Foundation provides ongoing, uplifting programs to critically ill children and their family members. Established in 2000, Casey Cares is looking to add a smart, creative, motivated staff person to our team of ten. Casey Cares Foundation is small enough to be agile and able to adjust quickly to changing needs. Yet, we are large enough to have a big impact on the more than 1,800 families that we currently serve. Joining our team means getting the opportunity to not only help deserving families, but also to learn and grow your skill set. We reward creativity and hard work at Casey Cares. The chance to innovate and bring new ideas to the table means that every day can bring something new. Check out Casey Cares' website and social pages to learn more about our programs.

Position Overview:

The Corporate Engagement Coordinator is responsible for growing Casey Cares Holiday Giving Program, Casey Cares Biggest PJ Party, and Casey Cares 5K Corporate Team building through corporate employee engagement. The coordinator is responsible for managing and building new and meaningful relationships with the corporate/business community, organizations, schools, and other groups. This is a recruiting and fundraising position that demands a confident, outgoing person with organizational ability, strong personal communication, and telephone skills. The coordinator must be comfortable networking and reaching out to various organizations and groups via telephone, email, and in-person at events. The ideal candidate is a person who works well independently, enjoys being in the middle of the action, and responds well in a goal-oriented environment.

Specific duties and responsibilities:

Corporate Relationship Management:

- Proactively identify, cultivate, solicit and steward new corporate, school and organizational donors
- Oversee a portfolio of companies and lead across all stages within the corporate lifecycle, from identification through cultivation, solicitation and stewardship.
- Lead corporate engagement events including CSR events related to the Holiday Giving Program, 5K Team Building, #CaseyCaresBiggestPJParty, and Pajama Rolling sessions, among others, to build a pipeline of new prospects and engage current partners.
- Manage scheduling, organizing and facilitation of corporate engagement events to ensure high quality volunteer experiences for corporate partners
- Collect information and maintain accurate tracking of partner employee engagement across program year to facilitate a positive experience and for follow up to deepen the connection to Casey Cares.
- Coordinate corporate donor recognition program.

Holiday Giving Campaign:

- Responsible for planning and execution of Holiday Giving Campaign
- Work with Board of Directors and Advisory Board to increase Board participation in campaign
- Increase Holiday Giving Campaign monetary fundraising totals 15% yearly, current budget \$125,000

#CaseyCaresBiggestPJParty

- Responsible for planning and execution of #CaseyCaresBiggestPJParty
- Increase in-kind pajama and gift card donations 15% yearly, current budget \$289,000 in-kind

Casey Cares 5K Corporate Team Program

- Increase Corporate 5K Team involvement 15% yearly

Communication and Events:

- Advance corporate partner engagement through social media and traditional media channels in partnership with the Communications Director

Other:

- Develop and maintain positive working relationships with program team to identify needs that would benefit from volunteer activity.
- Work collaboratively with members of the development team to strategically steward corporate volunteers to become donors
- Assist with other campaigns as needed.
- Working at all major Casey Cares fundraising events

Qualifications:

- BS/BA Degree
- Previous volunteer supervisory/management experience
- Valid driver's license and access to vehicle for frequent local traffic
- Excellent written and verbal communication
- Knowledge of Corporate Social Responsibility strategies
- Experience developing strategic partnerships with organizations or groups of individuals
- Strong project management skills
- Proficiency in Microsoft Office
- A passion for inspiring people to make a difference

Salary and Benefits:

- \$38,000-\$42,000 salary
- Simple IRA with match
- PTO - 15 days to start, additional with seniority
- Paid Holidays
- Health insurance - 90% employer paid
- Short-term disability - 100% employer paid
- On-site gym (if that's your thing)
- Working with a great group of mission-focused people

To apply:

Please submit your resume and cover letter, including salary requirements and position you are applying to CaseyCares@CaseyCaresFoundation.org