



| | |
|------------------------|----------------------------------------------------------|
| POSITION TITLE: | Director, Corporate Partnerships |
| REPORTS TO: | VP of Advancement |
| FLSA STATUS: | Full-Time; Exempt |
| SALARY RANGE: | \$80,000 – \$90,000, commensurate with experience |
| LOCATION: | Philadelphia/Hybrid or Remote |

Position Summary:

The Director of Corporate Partnerships is a results-oriented, strategic, organized, creative, and energetic team member with a proven track record of corporate partnership and project management experience. The Director is focused on developing relationships and new business across the organization by identifying, cultivating, and bringing to fruition outside revenue-producing opportunities such as sponsorships, point-of-sale give-back programs, integrated marketing solutions, and corporate support to achieve Eluna's revenue and mission goals. The Director will be responsible for the overall corporate support strategy in conjunction with the VP of Advancement and will proactively identify, cultivate, and solicit support from leading businesses.

Duties and Responsibilities:

- Serve as the primary contact for identifying and developing corporate support and managing relationships for key corporate partners.
- Serve as project manager, working in close partnership with the program and finance teams to execute successful proposals.
- Prospect, solicit, and execute corporate and brand partnerships that align with Eluna's mission.
- Collaborate with the program team to assess assets as opportunities for sponsorship.
- Manage external and internal teams for each partnership; provide clear deliverables and timeline for preparation, execution, and reporting for each project with colleagues at Eluna and externally.
- Collaborate with Communications team to create and generate reports that demonstrate impact and value of partnerships for Eluna and partners.
- Be responsible for meeting or exceeding the annual budget for corporate giving.
- Serve as the primary external representative for corporate targets and partners representing Eluna's portfolio of programs, events, workplace giving, scholarships, and employee engagement opportunities.

- Conduct research on corporate, foundation, and organization donors and prospects utilizing online and web-based directories and websites. Update the database on deadlines and guidelines.
- Plan, execute, manage and grow annual scholarship programs, including oversight of the application process, collaboration with the program team to promote opportunities, management of the volunteer review committee, and other related duties.
- Foster external and internal relationships through high-touch interactions, including volunteer meetings, external donor meetings, and development and program team meetings.
- Collaborate with VP of Advancement on special events, marketing and communications, and grant opportunities.

Knowledge, Skills and Abilities:

- A bachelor's degree is preferred but not required.
- Three or more years of corporate relations, business development, sales, event planning, or public relations experience and an understanding of sponsorships and advertising strategies
- Experience working with and developing corporate partnerships to benefit nonprofit programs preferred.
- Works independently as well as within a strong and experienced team and thrives in a results-oriented culture.
- Ability to ask questions and clarify tasks and goals of projects. Can successfully manage projects from start to finish and advise senior leadership when needed.
- Ability to work effectively and maintain positive relationships with internal staff members and external constituents.
- Driven individual, great at relationship building at all levels, and an effective and persuasive communicator with excellent writing and communication skills and exceptional attention to detail.
- Demonstrated experience with database/donor CMS (Salesforce preferred).
- Strong organization and prioritization skills and the ability to meet or exceed deadlines. Impeccable follow-through and multi-task management
- Confidentiality, honesty, and discretion required.
- Commitment and/or connection to Eluna's mission

Salary and Benefits:

Salary is competitive and commensurate with experience, \$80,000 to \$90,000; a comprehensive benefits package with medical, dental, vision, short and long-term disability, a 401(k) plan, flexible spending plan, commuter transit benefits, flexible work schedules, unlimited paid time off and generous paid holidays.

How to Apply:

Email resume and cover letter with (1) salary requirements, (2) approximate available start date and (3) explanation of how you meet the required criteria to Jean Heflin Kane, at jeankane@elunanetwork.org. Submissions missing any of these required items will not be considered. Thank you.

About Eluna:

Eluna is a national nonprofit with a mission to support children, teens and families impacted by grief or addiction. Its innovative approach utilizes community-building camps, interpersonal connections, and a continuum of support to help youth and families experiencing trauma associated with death or substance use disorder in their families live healthier lives. Since 2000, Eluna has supported thousands of youth and families through its three signature programs provided at no cost to families: Camp Erin, the largest children's grief camp network for kids ages 6-17; Camp Mariposa, an addiction prevention and mentoring program for kids ages 9-17; and the Eluna Resource Center which offers personalized support resources.

ELUNA IS AN EQUAL OPPORTUNITY EMPLOYER. Eluna has undertaken proactive steps to learn how to become a more diverse and inclusive organization and we are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination on the basis of race, ethnicity, color, national origin, ancestry, age, sex, religion, creed, disability, sexual orientation, gender identity and/or expression, genetic information, marital status, domestic or sexual violence victim status, honorably discharged veteran or military status, or any other protected characteristic as established by applicable state or federal law.