



## Assistant Manager – Corporate Relations

Reporting to the Manager of the Projects Department, the Assistant Manager – Corporate Relations for managing a team responsible for connecting with corporate and nonprofit organizations to create partnerships with Random Acts. This includes creating partnership agreements between organizations as well as researching a variety of organizations.

The Random Acts Projects Department is looking for a volunteer to connect with possible corporate partner organizations. This includes researching organizations, connecting with them and assisting in writing partnership agreements.

### RESPONSIBILITIES

- Research organizations for Random Acts
- Write partnership agreements
- Communicate with outside organizations
- Assist the Project Manager and Director of Programming with special requests
- Keep the Projects Manager and Director of Programming informed of problems that jeopardize the well-being of the organization or its reputation, including any potential issues, escalating this information to the Director and Leadership Team where necessary
- Develop and maintain documentation pertaining to the Partnership agreements in place or proposed for Random Acts
- Responsible for research and QC of partnership requests, including those from external or internal sources
- Attend regular staff and departmental meetings
- Complete monthly and ad-hoc reports and budgets for Partnerships
- Any other projects or duties as requested by the Projects Manager or the Director of Programming

### Desired Qualifications and Skills

- Ability to work effectively with diverse groups, including staff, supporters, peers, and the public
- The ability to communicate effectively, both verbally and in writing
- Strong interpersonal skills
- The ability to manage a team
- The ability to manage tasks or projects from implementation through to completion □ Creativity, enthusiasm, and attention to detail
- Excellent organizational and time management skills, and the ability to multitask effectively
- Prefer Bachelor's or equivalent in Business or Project Management or related field
- 5 years of experience in Partnerships or Sponsorships