CORPORATE PARTNERSHIPS MANAGER
JOB DESCRIPTION

Deadline to Apply: May 13, 2023
Intended Start Date: June 1, 2023
Link to Apply: https://app.smartsheet.com/b/form/6ddfd27cf6db4dab900fde89537c1495

Billion Oyster Project seeks an ambitious, energetic Corporate Partnerships Manager to leverage Billion Oyster Project’s growing brand visibility in order to maintain and grow the organization's corporate partnerships and oversee a growing corporate giving team. Key tasks include increasing corporate grant funding, event sponsorships, product collaborations and co-branded visibility campaigns.

The Corporate Partnerships Manager will maintain a portfolio of corporate partners worth $1M+ in 2022, while growing the portfolio to meet ambitious targets in the coming years. The Corporate Partnerships Manager will also be responsible for managing a team of 1-2 corporate giving staff, supporting events management and assisting with various department administrative duties to ensure efficiency and collaboration.

Responsibilities include, but are not limited to:

Corporate Fundraising & Partnership Cultivation
● Oversee and proactively manage existing corporate relationships to deepen engagement and increase their levels of annual support and stewardship activities
● Actively identify new prospects by leveraging existing relationships and researching new opportunities and sectors
● Field inquiries about corporate funding opportunities and create compelling pitch proposals
● Work closely with the communications team to provide carry-out corporate partnership deliverables
● Manage a robust slate of corporate engagement opportunities (corporate volunteering, programmatic support, in-kind donations, event sponsorship) to deliver value to corporate supporters
● Serve as an ambassador for BOP by leading funder tours and site visits
● Work with the Finance team to review outstanding pledges and balances and other financial information to ensure accurate accounting of donations, pledges, and payments

Event Sponsorships
● Pitch and secure corporate sponsorships in line with corporate giving priorities identified by BOP Leadership
● Secure $400k+ in corporate sponsorships by managing a sponsor pipeline and coordinating outreach activities
● Plan and execute sponsor activations in conjunction with event production team
● Manage the planning and production of smaller fundraising events throughout the year
Team Management

- Lead a corporate partnerships team, including a Corporate Volunteer Specialist and a Corporate Volunteer Coordinator (seasonal)
- Supervise and mentor staff with an emphasis on identifying new areas for professional development
- Develop department efficiencies to streamline work wherever possible
- Create opportunities for collaboration and foster team morale

Desired Qualifications:

- Strong development background with at least 5 to 8 years of progressive corporate fundraising, events, and partnership management experience
- Superior interpersonal, oral and written communication skills with the ability to represent Billion Oyster Project to diverse audiences
- Comfort and experience building relationships with and making asks of corporate funders
- Proven track record of cultivating and securing new revenue from a variety of funders, with an emphasis on corporate giving
- Experience managing staff and leading a team
- Exceptional written and oral presentation skills
- Excellent organizational, interpersonal and communications skills
- Proven ability to take initiative, while exercising diplomacy and sound judgment in a fast-paced and dynamic work environment
- Microsoft Office and G Suite skills
- Background in or passion for education, environmental justice, maritime industry, or nonprofit communication

Salary, Benefits and Perks

The Corporate Partnerships Manager’s starting salary will range from $65,000 to $75,000

This is a full-time, year-round position at Billion Oyster Project, a 501(c)3 nonprofit organization. The benefits include:

- A generous vacation and PTO policy
- FSA plan
- Health, dental, vision and life insurance
- Pre-tax commuter program
- 401K plan
- Citi Bike discount
- An inspiring working environment on Governors Island in New York Harbor.
Who we are and the work we do

About
The Billion Oyster Project is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives. The Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

Our Vision
A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return, benefit from it, with endless opportunities for work, education, and recreation. The harbor is a world-class public space, well used and well cared for—our Commons.

Our Ethos
Restoration through Education
We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment, we must teach young people to care for, monitor and restore their Harbor.

Education through Restoration
We believe that students learn best when applying their studies to a large-scale ecosystem restoration project that challenges them to become active participants and takes them out of the classroom, down to the water’s edge to experience the ecosystem first-hand.

Our Flagship School
The Urban Assembly New York Harbor School’s mission is to provide a college-preparatory education built upon New York City’s maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water.

Equal Employment Opportunity
Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We believe that diversity and inclusion among our teammates are critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Fingerprinting
Any person working in the NYC DOE buildings, working with NYC DOE students or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo the security clearance unless they have been added to the organization or agency's Personnel Eligibility Tracking System roster.