



TITLE: Corporate & Foundation Relations Manager

DEPARTMENT: Development

SUPERVISOR: Chief Advancement Officer (CAO)

BACKGROUND

Since 1991, NBCC has been at the vanguard of the breast cancer movement – elevating breast cancer to an issue of national significance, leveraging billions of federal dollars for research and care, and empowering tens of thousands of breast cancer survivors to become effective advocates for themselves, and for all those at risk of breast cancer. NBCC is the organization that will end breast cancer; we are activists who set a research agenda to ensure that outcome, who tell the truth about breast cancer, upend the status quo, and empower survivors to be leaders for this cause.

POSITION SUMMARY

The Corporate and Foundation Relations Manager will work with the CAO to implement NBCC's corporate and foundation grants program. Participate in the cultivation, solicitation, and stewardship of Corporate and Foundation support by preparing grants and reports, conducting prospect research, tracking deadlines, and building relationships.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist the CAO with corporate and foundation grant development to support NBCC's mission and overall strategic plan.
- Spearhead collaboration with senior staff and department heads to identify and develop grant-supported programs and budgets.
- Work with the CAO to identify potential new funders, while stewarding and soliciting current Foundation, Corporate, and Cause Marketing funders.
- Research, develop, and track pipeline of Foundation and Corporate funders; identify prospects with aligned focus areas, grant policies, and propensity to give; prepare briefing materials for leadership to review for potential grant submission.
- Develop letter of inquiry and proposal packages, including written narratives, budgets, and all other required documentation required with each grant submission.
- Coordinate accounting and financial reporting with the finance department to ensure compliance with the terms and conditions of each grant award.
- Work with CAO to set quarterly, annual, and longer-term objectives, strategies, and tactical plans in support of the overall strategic plan.
- Maintain Foundation and Corporate Development calendar to ensure grant submissions and reporting requirements are fulfilled in a comprehensive and timely manner.

- Participate in department team meetings.
- Assist in other Development activities as assigned.

Supervisory Responsibilities

Currently there are no supervisory responsibilities.

Qualifications & Requirements

The Corporate & Foundations Manager shall possess:

- Ability to professionally interact with individual, corporate/foundation, and cause-related marketing prospects and donors, Board members, sponsors, event volunteers, consultants, and all levels of staff and vendors.
- Bachelor's degree in a related field or equivalent work experience.
- Minimum of 5-7 years of grant writing and reporting experience in fundraising at a nonprofit organization.
- Strong written and verbal communication skills.
- Ability to articulate complex concepts and scientific information to a broad audience.
- Experience with donor CRM and grant research tools and software.
- Proficiency in Microsoft Office Suite.
- Ability to manage multiple tasks with limited supervision and effectively meet deadlines.
- Demonstrated initiative and follow-through.
- Strong organizational skills and attention to detail.
- Sensitivity to confidential information.
- Ability to stay current on organizational activities, breast cancer research, and policy.
- Passion for the mission.

SALARY RANGE: \$60,000-\$75,000

HOW TO APPLY

Email a letter of interest with resume to jobs@stopbreastcancer.org with "Corporate Foundations Manager" in the subject line. No calls, please. NBCC is an equal opportunity employer that welcomes applications from all.

DISCLAIMER

This is a full-time permanent hybrid position. NBCC staff work remotely Mondays, Thursdays, and Fridays, and are expected to be present in the DC office Tuesdays and Wednesdays.

NATIONAL BREAST CANCER COALITION VACCINATION POLICY

Throughout the COVID-19 pandemic, the National Breast Cancer Coalition ("NBCC") has prioritized employee safety and well-being as well as the safety of our family members and communities. NBCC requires that all Employees be fully vaccinated and boosted against COVID-19.