

# SARSEF: Southern Arizona Research, Science and Engineering Foundation

Providing Critical Thinking and Problem Solving to Southern Arizona Since 1955

63 Years of Service

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## JOB ANNOUNCEMENT Corporate Engagement Manager April 28, 2018

The corporate engagement manager is responsible for researching, developing and managing corporate/business relations and gifts as well as managing a portfolio of individual donors. This is a full-time, exempt position reporting to the director of philanthropy.

The corporate engagement manager works closely with the director of philanthropy and CEO on all aspects of fund development for Southern AZ Regional Science and Engineering Foundation (SARSEF). The responsibilities of raising needed funds are a shared responsibility, and there is a strong partnership among all employees to ensure success in seeking funds from the public and private sectors.

SARSEF is a 63-year-old organization in Tucson, AZ serving 95,000 youth throughout southern Arizona. The annual budget is \$850,000 with 70% of revenue coming from corporate and foundation grants. The staff and board want to grow and expand the revenue streams. This is a new position at SARSEF. Currently there are five full-time employees.

**To apply send resume, cover letter and three references to:**  
**[lwinton@sarsef.org](mailto:lwinton@sarsef.org) by June 1 at 5:00PM. Please no phone calls.**  
**Position will stay open until filled.**

### Responsibilities

- Develop, oversee and manage the corporate and business donations.
- Write compelling letters and proposals.
- Obtain corporate sponsorships.
- Work closely with the staff and board members strategizing about prospects.
- Conduct research on local, state and national corporate funders.
- Oversee, maintain, track and establish records for all donors.
- Thank donors and plan recognition activities/events.
- Work with program staff to gather information needed for each proposal.
- Create sponsorships (in-kind and cash), events and other opportunities for donors.
- Work with the CEO and director of philanthropy on strengthening individual and major donor giving.

(Cont.)

- Create opportunities for donor engagement and recognition.
- Maintain policies and procedures for the development department.
- Meet with donors as needed.
- Assist with reports required by funders.
- Provide monthly reports for board and staff on progress and challenges.
- Attend seminars and trainings as needed.
- Attend staff meetings and development committee meetings.
- Evening and weekends hours may be required.
- Other duties as assigned.

## **Qualifications**

- Five years of work experience in development within a nonprofit organization, or a background in sales or equivalent experience.
- Bachelor's degree or equivalent related experience.
- Excellent written and oral communication skills.
- Proven success in fund development and/or sales.
- Ability to work independently and with a small team of employees.
- Ability to self-direct and problem solve.
- Strong organizational skills.
- Experience with donor software, word and excel.
- The ability to think critically and have a vision for the organization as it relates to fund development.

Compensation: \$52,000 - \$57,000/year plus benefits