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**JOB DESCRIPTION**

**Corporate & Foundation Relations Officer**

**Department of External Affairs**

full-time, salaried, non-exempt

**Casa Myrna** is Greater Boston’s foremost provider of solutions to end domestic and dating violence. The agency operates three residential programs in Boston for survivors and children made homeless by domestic violence and commercial sexual exploitation, a comprehensive range of advocacy and supportive services, and SafeLink, Massachusetts’ statewide 24/7 toll-free domestic violence hotline. Casa Myrna believes that every relationship should be safe and healthy and works to end domestic and dating violence through education, awareness and prevention.

The **Corporate & Foundation Relations Officer** will build and manage a corporate and foundation fundraising program to support the efforts of Casa Myrna to end domestic and dating violence. The Senior Director is responsible for the development and implementation of all marketing, philanthropy, communications and external relations initiatives to fulfill the agency’s mission, and oversees Casa Myrna’s Development and Communications office. The Senior Director ensures the alignment of these initiatives with the changing needs and goals of survivors and the communities we serve. The Senior Director reports to the CEO.

**Principal** **Duties and Responsibilities**

*Department Support*

* Serve as key member of Casa Myrna fundraising leadership team, providing strategy and vision to build a robust and successful foundation and corporate relations program.
* Proactively initiate and execute the identification and solicitation activities for leading foundations and corporations that will result in significant resources to Casa Myrna.
* Strategically identify and research new foundations; develop strategies to respond to new collaborative initiatives among foundations.
* Work with senior staff to ensure the overall institutional giving strategy aligns with institutional needs and strategic directions

*Foundation, Government & Corporate Giving*

* Manage a portfolio of foundations, select family foundations, corporate foundations and potential others while assisting Corporate and Foundation Relations staff in developing, expanding and fully realizing the philanthropic potential of their portfolios.
* Manage all stewardship requirements for corporations and foundations supporting Casa Myrna.
* Partner with the Senior Director to identify and implement best Corporate and Foundation Relations practices.
* Identify and leverage board members and donor connections with priority prospects as appropriate.
* Maintain and manage a portfolio comprised of foundations, corporations and public funders
* Cultivate, solicit and steward existing and new institutional donors and their program officers and corporate, foundation and government representatives
* Consult regularly with other departments to obtain the latest updates, statistics and narratives to create the most compelling information for funder solicitations and reports

*Grant Writing*

* Develop competitive and compelling requests for foundation funding.
* Assist in planning, monitoring, and managing budget in Corporate and Foundation Relations unit. Serve as the primary liaison to the Finance Department to ensure proper transfer and reporting on budget and oversight of funds in collaboration with the Senior Director of Development, Operations.
* Manage the grant submission process, including collection and synthesis of data, completion of proposals, tracking, reporting and corresponding with foundation and corporate donors
* Write high-quality grant proposal narratives, applications and supporting documents
* Develop and maintain an annual schedule of proposals and reports, tracking outcomes and updating the calendar on an ongoing basis
* Research and identify new grant prospects in order to build and manage a pipeline of prospective funders
* Provide leadership for strategic planning around funding alignment
* Coordinate with CFO & Controller to ensure consistent and accurate financial information is provided in proposals

*Additional responsibilities*

* Participates in team and agency meetings. Works as a team player with other departments, including Direct Service, Residential, Finance, Development, and Operations.
* Develops own professional development plan and attends trainings, meetings, and conferences within Casa Myrna and in the community.
* Other related duties as assigned by Senior Director for External Affairs or CEO.

***ESSENTIAL DUTIES:***

* Steward and cultivate long-term, established corporate and foundation partnerships to ensure their retention and full giving potential.
* Prospect, cultivate, and steward partnerships with new corporate and foundation donors to build strategic partnerships and increase revenue.
* Collaborate with Corporate Relations Specialist on assigned corporate donors’ hygiene kit assembly events, including set-up and take-down.
* Inform, inspire and engage corporate and foundation donors in Medical Teams’ mission through international field trips, mobile dental clinic tours, employee engagement events, exhibit tours, special events and visits with program experts.
* Cultivate relationships with employees of Seattle-based companies to increase matching gift revenue.
* Collaborate with corporate team colleagues to execute employee engagement events and provide public recognition for corporate partners.
* Collaborate with grant officers to develop compelling grant proposals and reports.
* Maintain current, accessible information on assigned donors and track donor activity via the database (Microsoft Dynamics CRM); support donor servicing needs.
* Write compelling notes or letters of thanks, solicitation, and donor reports as required.
* Solicit gifts from assigned corporate and foundation to meet department goals.
* Consistently achieve established annual income goals.
* Support safeguarding of program participants and employees through promoting an environment of awareness and upholding the code of conduct provisions of Medical Teams Protection from Sexual Exploitation & Abuse, Child & Vulnerable Adult protection, and harassment-free workplace policies.

***OTHER DUTIES:***

* Attend local and regional meetings for personal professional growth, team collaboration, and relational one-to-one engagement/cultivation of donors.
* Keep informed of organizational announcements, activities, and changes.
* When appropriate, incorporate the use of volunteers in daily job functions.
* Other duties as assigned.

**Qualifications and Requirements**

* Committed to Casa Myrna’s mission of ending domestic and dating violence and promoting social justice and social change.
* 5 years full-time experience in grant writing, fundraising or relevant field.
* Excellent verbal, writing, and proofreading skills - samples will be requested.
* Excellent communication and interpersonal skills including writing, editing, and presenting.
* In-depth experience researching and writing local, state and national foundation, corporate and government grants for the performing arts
* Outstanding grammar and research skills are essential
* Successful implementation of proven fundraising strategies
* Experience working with volunteers and donors
* Ability and desire to work well in an ambiguous environment with a complicated array of internal stakeholders.
* Track record of engaging stakeholders in the grants process and superior level of customer service and follow through.
* Experience with Salesforce or other CRM systems (preferred)
* Ability to travel throughout Boston required; driver’s license and access to a vehicle preferred.
* Ability to work a flexible schedule, including evenings and/or weekends as needed.
* Fluency in a language other than English strongly preferred. Preference for Spanish, Portuguese, Cape Verdean Creole, or Haitian Creole.

**Salary:**  Salary commensurate with experience

**Location:** Boston (Grove Hall)

**Hours**: full-time (4 days and 35 hours/week)

**Benefits:** Casa Myrna offers family friendly schedule; generous paid time off and holidays; health, dental and short term disability insurance; retirement savings plan; and opportunities for professional development and training

*Casa Myrna is an equal opportunity employer committed to workforce diversity and hiring people with diverse life experiences. Survivors, people who are bilingual/bicultural, persons of color, people with disabilities, and LGBTQIA+ people are strongly encouraged to apply.*