

## **Business Volunteers Maryland Job Description Manager, Business Engagement and Growth**

Business Volunteers Maryland is a nonprofit organization that plays a unique and important role of connecting motivated and civic-minded people and businesses with nonprofit and community organizations through meaningful leadership and volunteer opportunities. Business Volunteers recognizes that strategically engaging expertise in the community is at the core of transformative social change and was created to facilitate volunteer connections where time, talent and experience truly can help to address social issues and challenges and build strong and thriving communities.

### **Business Partnerships**

Business Volunteers is able to achieve its goals and mission by developing partnerships with local businesses. Through an annual business partnership contribution, we help our business partners (currently 50 total) strategically engage their employees in the community through a variety of programs and services including: providing consulting on employee volunteerism and strategic engagement in the community, creating meaningful group volunteer opportunities, training and matching business professionals with nonprofit boards, developing partnership the city Schools and through civic leadership programs.

### **About the Role**

By 2020 Business Volunteers hopes to double the number and impact of its business partners and as a result is seeking a driven, passionate and creative *Manager of Business Partner Engagement and Growth* to help us grow and strengthen our business partnerships, ultimately increasing their level of engagement with Business Volunteers and the community. Key roles and responsibilities for this vital position include:

### **Partner Services & Engagement**

- Manage relationships with business partners to ensure effective communication and engagement, ensuring strategic programs and services are provided and sponsorship benefits are fulfilled.
- Support new partner on-boarding and delivery of corporate community engagement consulting services to business partners, including but not limited to: establishing company-based volunteer programs, initiating business/nonprofit partnerships, establishing corporate giving priorities.
- Participate in the development of new corporate consulting services and a business engagement continuum program, and then help to engage partners in the process, increasing their level of engagement in the community.
- Oversee communications for business partners, including employee interest surveys, promotion of trainings and events, communication toolkits for employee engagement, quarterly business emails, newsletters and service reports.
- Manage the process of deepening penetration into our partner companies including establishing new relationships with potential “champions”, conducting in-house presentations, recruiting program participants, and development of Employee Resource Groups relationships,

### **Business Growth**

- Manage business development and growth services including:
  - Actively work with current business partners to ensure annual partnership renewals including uncovering new revenue streams and growth potential.
  - Support the process for prospect development and engagement including research, planning, meeting and events, and proposal creation.
  - Assist with business development related marketing tools and communications.

### **Qualifications that will help you win the job:**

- Must be passionate about community engagement and have a strong drive to achieve ambitious goals.
- Willing to bring your personality to work creating a playful and real community at the office
- Strives to realize our long-term goals while measuring impact daily based on the quality of the service we provide to each client and partner
- Have a can do, solution oriented attitude and the ability to work alone and also with various teams of diverse people.
- Technology is always important – so, proficiency with Microsoft Office Professional (Outlook, Word, Excel, PowerPoint) is required, experience using Salesforce preferred, knowledge of InDesign and Adobe Photoshop a plus.

### **Compensation**

Salary is competitive and commensurate with experience. In addition, a comprehensive benefits package is included.

### **To apply\***

Applications including a cover letter describing your interest, qualifications and why you are the perfect candidate and your resume should be sent to: [jobs@businessvolunteersmd.org](mailto:jobs@businessvolunteersmd.org). In order to expedite the internal sorting and review process, please type your name (Last, First) and "Manager, Business Partner Engagement & Growth" in the subject line of your e-mail. No phone calls please.

\*Business Volunteers Maryland is an Equal Employment Opportunity employer, and we do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, gender, sexual orientation or any other characteristic protected by State or Federal law.