



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

CORPORATE AND FOUNDATION RELATIONS MANAGER

JOB TITLE: Corporate and Foundation Relations Manager

DEPARTMENT: Development

REPORTS TO: VP of Development

STATUS: Full-time (40+ hours/week)

CLASSIFICATION: Exempt

WORK HOURS: Monday-Friday, flexible hours. Available for occasional evenings

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build healthy relationships, better coping skills and a sense of purpose rooted in the living hope of Jesus, unleashing untold potential in themselves and their communities. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff, and teens. TreeHouse serves over 3,000 teens annually across 7 states and is growing to lead the nation in ending hopelessness among teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

Reporting to the Vice President of Development, this position is responsible for helping develop and implement a strategic fundraising plan and executing strategies to identify, cultivate and solicit corporations and foundations for major financial support. The Corporate and Foundation Relations Manager is responsible for helping TreeHouse reach its departmental goal of growing corporate and foundation giving to at least \$1,500,000 annually. This person will work cross-functionally to create clear and consistent communications and ensure all aspects of grant management are met. This person will also assist in the development of new corporate philanthropic opportunities, thereby helping TreeHouse expand its fundraising portfolio. In addition, this individual will collaborate with the Community Engagement and Outreach teams to ensure corporate and foundation groups have strong volunteer experiences, and will work with the entire Fund Development team to ensure that relational opportunities are maximized for sponsorships and grants.

ESSENTIAL JOB FUNCTIONS

- Work with VP of Development to create and implement a comprehensive corporate and foundation fundraising program to generate major gifts for TreeHouse initiatives (both one-time and multi-year).
 - Research potential corporate and foundation grantors in order to solicit and establish effective, multifaceted communication with these prospective funding sources.
 - Develop and maintain positive relationships with outside organizations, regularly asking for

- sponsorships, grants,volunteers, and funding.
 - Support corporate sponsorships and work to ensure a multifaceted engagement approach is implemented with corporate partners.
 - Stay closely attuned to the corporate and foundation philanthropic community in order to identify and capitalize on all funding opportunities that might support new and existingTreeHouse initiatives, including capital programs.
- Create a grant management annual plan that manages grants from start to finish; delegate projects to grant writer(s)/contractor(s) as necessary.
 - Ensure timely submission of high-quality grant proposals; track grant proposals and take steps to improve success rate.
 - Maintain accuracy of tracking reports and records in Salesforce for corporate constituents, while maintaining confidentiality of donor information.
- Work with Board members, other volunteers and TreeHouse staff to review and implement cultivation and solicitation strategies.
- This person will be invited to participate in some mission-wide leadership and strategic initiatives.
- Participate in larger fund development projects when expertise and corporate or foundation knowledge are applicable.
- Performs all other duties as required and assigned.

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse
- Demonstrated ability to generate at least \$1 million in revenue from foundations and corporations annually.
- Demonstrated excellence in writing grants and proposals.
- Proven track record in identifying and securing new corporate and foundation funders.
- Understands performance management and corporate and foundation reporting requirements.
- Superior written and oral communication skills; attention to detail, with a commitment to improving the quality, and content of proposals, grants and reports.
- Excellent interpersonal skills with the ability to interact effectively with a diverse group of foundation and corporate contacts including board members and influential stakeholders.
- Results-oriented and driven with an entrepreneurial and innovative approach to fundraising.
- Ability to meet deadlines and manage multiple projects simultaneously.
- Proficient in database software, Salesforce, research programs, MS Office Suite, and Google Workspace.

EDUCATION AND EXPERIENCE

- B.A. or B.S. in Non-profit, Marketing, Communication, Business, Education or a related field.
- At least 5 years of corporate and foundation fundraising experience.