



Position Announcement

Business Volunteers Maryland

Manager, Business Engagement and Development

About Business Volunteers Maryland

Business Volunteers Maryland is a nonprofit organization with a mission to build a stronger community through business engagement, civic leadership and volunteerism. Since our inception in 2003, we have connected more than 195,000 individuals from local businesses and the community at large to volunteer and board opportunities. This has resulted in more than \$30 million of time and talent being infused into Central Maryland.

Business Volunteers' business partners help us fulfill our mission through financial contributions and employee engagement in the community. Our business partners' annual contribution provides them access to a range of services including consulting on strategic engagement in the community, creating meaningful group volunteer opportunities, board training and matching, and civic leadership programs. With the support of our partners, Business Volunteers fulfills a vital need for increased civic leadership and business engagement in the community.

Primary Responsibilities for this Position

Business Volunteers seeking a Manager, Business Engagement and Development to engage our business partners, raise awareness about our organization, and improve our communications with partners and sponsors. The ideal candidate will be adept at cultivating relationships, understanding and embracing the lead generation and sales process, and focused on identifying opportunities to grow partnerships that will increase our impact. These strategic partnerships create a **stronger community where we all live, work, and thrive.**

This position will support with the following critical activities:

Partner Services & Engagement

- **Business Engagement Leadership**
 - Manage relationships with our businesses to ensure effective communication and engagement, ensuring appropriate services is provided according to partnership levels.
 - Support new partner on-boarding and assist in providing corporate community engagement services to business partners, including but not limited to: establishing company-based volunteer programs, initiating business/nonprofit partnerships, establishing corporate giving priorities.
 - Develop communication plans/tools for business partners, including promotion of trainings and events, communication toolkits for employee engagement, and quarterly business emails or newsletter.
- **Manage Program Services**
 - Collaborate with the internal program team, ensuring prompt program and service delivery and sponsorship benefit fulfillment.
 - Expand our impact within partner companies by deepening relationships through presentations to employee groups, recruitment of program participants, and development of employee volunteer committees within partner businesses
- **Planning and Engagement**
 - Support the development and implementation of Business Volunteer's consulting services.
 - Enhance data collection, reporting, evaluation and impact tracking for partner and prospect companies.



Business Development

- Business Development Services
 - Manage the pre-sale process for prospect companies, including the creation of proposals and conducting research on variety of topics, including best practices in Corporate Social Responsibility, nonprofit and organizational development.
 - Manage all aspects of prospecting events (i.e. business roundtables, annual Business Summit)- including pre, during, and post event management.
- Growth and Business Development
 - Identify opportunities for growth potential with current business partners.
 - Implement business development strategies focused on generating new revenue streams
 - Assist with the development and production of collateral/program promotion materials including brochures, online newsletters, presentation content and talking points.

Desired Skills and Experience:

- The successful candidate must have excellent project management skills, strong organizational skills, exceptional interpersonal skills, oral and written communication skills, good problem solving skills, a pleasant and professional work ethic, and a customer service oriented spirit.
- Proficiency with Microsoft Office Professional (Outlook, Word, Excel, PowerPoint) required, experience using Salesforce, InDesign, and Adobe Photoshop preferred
- Bachelor's degree required

Compensation

Salary \$45,000 - \$55,000. 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. Please type your name (Last, First) and "Manager, Business Engagement and Development" 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.*