



## Corporate & Community Development Manager

**Reports to:** Director of Development

**Location:** 657 Middlesex St, Lowell, MA 01851

**Salary:** \$55,000-\$65,000 based on experience

**Job Type:** Full-time, Exempt

### Overview/Position Summary

The full-time Corporate & Community Development Manager drives philanthropic support and creates opportunities for community members and local companies to connect with our staff and young people. The successful candidate plays a key role and is excited to grow our volunteer and corporate engagement programs through outreach, innovative programming, relationship building and fundraising.

As a primary relationship manager on the Philanthropy team, this position is responsible for growing financial support and engagement within a portfolio of corporate and community partners. To be successful in this role, this person must build high-trust relationships with a broad range of corporate and community contacts, from executive decision makers to Corporate Social Responsibility teams to volunteers. This person will navigate the evolving corporate philanthropy landscape to design engagement strategies that connect volunteers to giving, leverage employee matching programs, and cultivate and secure partnership and sponsorship investments.

The Ideal Candidate will have strong relationship management skills, be proactive and self-motivated, collaborative and team-oriented; possess strong communication skills and demonstrate sound judgement; have skills to implement best practices and procedures as adopted by the team.

This role supervises the corporate & volunteer coordinator and is ultimately responsible for oversight of volunteers onsite and at Club events.

### Responsibilities/Skills and experience relevant to this position:

- Manage strategic corporate relationships. Develop proactive cultivation, solicitation, and stewardship strategies for a portfolio of corporate and community partners.
- Be able to consistently meet the Philanthropy Department fundraising goals quarterly and annually.
- Draft fundraising proposals, leveraging templates and other proposals to create custom fundraising documents, promotional materials, presentations and ongoing communications with corporate and community contacts, works closely with the grants team to cultivate and submit corporate grant funding proposals.
- Supervise the recruiting, screening, onboarding and evaluating of individual and corporate volunteers to assist program staff, facilities and administration.
- Supervise the corporate & volunteer coordinator who acts as a liaison between volunteers and program managers, to ensure a pleasant and productive service experience.
- Supervise the organization of the Club's Drives, such as back-to-school and holiday gifts.
- Supervise the tracking of volunteer orientation and training by the corporate & volunteer coordinator.
- Maintain relationships with UMass Lowell, Middlesex Community College, Community Teamwork, AmeriCorps and other community partners that provide regular volunteer support such as student workers, interns and work-study students.
- Generate reports and give statements regarding volunteer activities as needed.
- Supervise the corporate & volunteer coordinator with ongoing communication to volunteers through a monthly e-newsletter and email/phone communication as necessary.
- Develop tools and resources to show volunteer and partner appreciation.

**Qualifications:**

- Bachelor's degree or equivalent combination of relevant education and experience.
- Must understand and support Club values: Commitment, Excellence, Fun, Integrity and Teamwork.
- Ability to work in an environment with loud noises.
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention.
- Age requirement: 21+
- MA or NH driver's license and good standing driving record.
- Authorized to work in the U.S.
- Excellent written and oral communication skills.
- Proficient computer skills along with the ability to learn and utilize multiple platforms, including a volunteer database and AI tools.
- Bilingual preferred.
- Attention to detail, willingness to learn and strong organizational skills.
- Ability to work with multicultural teams with diverse constituencies.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Some early mornings and evenings are required.

**Benefits:**

- Paid time off, Medical, STD/LTD, Employee Assistance Program, Life Insurance, Retirement plan with employer contribution, Professional Development - for a full list of benefits, please see our website ([lbgc.org](http://lbgc.org)).
- Flexible work schedule.
- Values and mission-driven organization.
- Interaction with a positive, community-minded team, along with amazing young people.

**Our Hiring Process and Timeline**

Please submit your resume to Sarah Chandonnet, Director of Development, at [sarah.chandonnet@lbgc.org](mailto:sarah.chandonnet@lbgc.org).

We will review the applications on a rolling basis until the position is filled.

**Equity Statement**

The Boys & Girls Club of Greater Lowell is committed to fostering a safe and inclusive workplace, with staff and volunteers who can help us achieve our vision of ending generational poverty. We continue to prioritize candidates who possess the skills and experience necessary to serve our youth effectively. Candidates should reflect our organizational values of commitment, excellence, fun, integrity and teamwork.

The Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. We strongly encourage candidates from all backgrounds to apply. The Boys & Girls Club of Greater Lowell will provide reasonable accommodations in the hiring process.

**Disclaimer**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.