



OPERATION GRATITUDE
Position Description Form
Remote

JOB TITLE: Manager, In-Kind and Corporate Partners
DEPARTMENT: Development
REPORTS TO: Director of Corporate Development
LOCATION: Remote
TRAVEL: 5%

MISSION + VISION:

Mission: Our mission is to honor the service of our Military and First Responders by creating opportunities to say thank you.

Vision: We envision a future where all who serve believe the American people care.

THE OPPORTUNITY:

The Manager of In-Kind & Corporate Partners reports to the Director of Corporate Development and is responsible for enhancing Operation Gratitude's existing corporate partnerships, with a heavy focus on developing a pipeline of new companies that want to support the Military and First Responder communities. Additionally, this position will manage in-kind donations, prospecting, outreach, and maintaining donor relationships via broad spectrums of communication. This position works under the supervision of the Director of Corporate Development and in close collaboration with the Corporate Partnerships team and the operations team to maintain and grow the in-kind product donation requirements.

KEY RESPONSIBILITIES:

- Research, prospect and set appointments for new corporate donors to support Operation Gratitude's mission, targeting cause marketing opportunities, cash donations, and in-kind donations.
- Develop and maintain a prospect portfolio of leads by setting calls and meetings, building relationships, working through challenges, and receiving a commitment support Operation Gratitude through an engagement or fundraising activity/campaign or initiative.
- Manage all aspects of in-kind donations including prospecting for new donors, outreach for needed items, soliciting for new partnerships, inbound donation requests, collecting

donation details, coordinating with operations team, confirming receipt of donations, and stewardship of donor relationships.

- Administration, recording, and tracking of all in-kind donations to the organization, totaling a minimum of \$15 million in 2022 (and growing year over year).
- Provide quarterly impact reports and share recipient emails, photos, messages, etc. with corporate donors on an ongoing basis to communicate the impact of their support and continually keep partners engaged and motivated to continue their support.
- Work with operations and development teams to identify in-kind product needs and opportunities to offset current expenses.
- Oversee and coordinate calendar for in-kind donations, tracking deliverables, and maintaining records and files.
- Manage product wish lists organization-wide to ensure product needs are met through a combination of individual and corporate support.
- Collaborate with the development team to help design and oversee proposals that engage corporations in ways that maximize value to Operation Gratitude and to the company.

KEY REQUIREMENTS:

- Strong business and/or nonprofit understanding.
- Experience in prospecting for new companies and organizations.
- Results-oriented individual.
- Ability to work in a remote face-paced environment.
- Dynamic individual with the ability to manage multiple large and small projects at once, working with a team and independently.
- Outstanding written and oral communication skills.
- Must be flexible and able to work some nights and weekends to build relationships with partnerships.

QUALIFICATIONS:

- Bachelor's degree from business-related field is preferred.
- Creativity and experience driving a metrics-based approach to grow and maintain partnerships.
- Experience working in Salesforce.
- Excellent communication and presentation skills.
- Proactive, team-oriented, highly organized, and detail-oriented.

PROFESSIONAL LEVEL: Full-time, Exempt

Operation Gratitude is an equal opportunity employer

For more information about Operation Gratitude, please visit www.operationgratitude.com

To apply, please email your resume and cover letter to resumes@operationgratitude.com