



Job Description: Development Manager - Corporate Partnerships

About Riverlife:

Since 1999, Riverlife has worked to create, activate, and celebrate Pittsburgh's riverfronts. A nonprofit leader in building a community vision for Pittsburgh's riverfronts, Riverlife has overseen a \$150 million investment in the city's waterfront transformation, catalyzing \$4.2 billion in related economic development, arts and culture, and ecological sustainability on or adjacent to the city's riverbanks. Riverlife centers its work on the belief that the riverfronts belong to everyone, and world-class riverfront experiences can be created for all using community-driven, equitable development and high-quality, regenerative design. Learn more at RiverlifePGH.org.

Job Description:

The Development Manager - Corporate Partnerships is an integral part of Riverlife's development department, and partners with the Director of Development to create and implement a plan for identification, cultivation, solicitation, and stewardship of all corporate prospects. The Development Manager is responsible for executing Riverlife's development plan by raising philanthropic support through a portfolio of corporate funding sources to meet ambitious annual, special project, and campaign revenue goals. The ideal candidate will have a deep understanding of corporate philanthropy. They will be a people person who is both a good listener and a strong public speaker and presenter. They will be a detail-oriented project manager with a creative streak, who approaches problem solving with ingenuity and flexibility. This self-motivated candidate will have a strong work ethic, be eager to pick up new skills, and thrive in a fast-paced environment.

Key Responsibilities and Qualifications include:

Corporate Giving

- Manage a portfolio of corporate funders to support Riverlife's operations, campaigns, special projects, and programs
- Conduct prospect research on corporations to identify alignment with Riverlife's work and lead the cultivation of relationships to determine the best approach for customized partnership proposals
- Create and customize partnership pitches for corporations, including solicitation packages for Riverlife's annual fundraiser Party at the Pier, Pittsburgh Riverwalk and Chalk Fest, and other public programming and capital projects
- Lead and work across the organization to ensure all sponsorship benefits are fulfilled and sponsor relationships stewarded
- Manage the Waterfront Development Tax Credit program, working with leadership to oversee a portfolio of participating corporations and submitting appropriate proposals,

reports, and other required documentation to companies and the PA Department of Community & Economic Development (DCED)

- Assist Director of Development with the corporate stewardship plan development and execution, ensuring regular communication and progress reporting
- Work with the Development Manager - Institutional Giving to manage a calendar of deadlines and produce timely proposal and reports, as needed

Administration and Operations

- Work with the development department to update the organization's annual development plan on a regular basis
- Assist with annual fundraising budget preparation and goal-setting
- Maintain donor information in Salesforce to track funder relationships, produce reports, maintain pipelines for budget projections, organize deadlines, and uphold data integrity
- Research and advance ongoing best practices and new ideas for nonprofit fundraising within the development plan
- Participate in professional development opportunities within the sector
- Support the development department in executing Riverlife's annual fundraiser, Party at the Pier, as needed
- Attend required staff, committee and board meetings; assists with the taking of minutes, preparing of reports, and setting of agendas
- Maintain accurate organizational files, records, and databases
- Support additional fundraising projects as assigned
- Assist other staff members with day-to-day office administration
- Other related duties as assigned

Key Qualifications:

- 5 or more years of experience in nonprofit fundraising
- Demonstrated success in garnering and managing corporate support, including corporate sponsorships and corporate partnerships
- Demonstrated interest in Riverlife's mission
- Excellent interpersonal skills and the ability to establish and maintain relationships with a broad and diverse constituency
- Strong organizational and project management skills with a keen attention to detail.
- Demonstrated analytic, conceptual, planning, project management, and implementation skills
- Ability to communicate effectively and professionally, both verbally and in writing
- Ability to manage multiple projects and disciplines simultaneously
- Positive and professional attitude; strong work ethic
- Ability to work independently and collaboratively in a small, non-profit environment
- Flexibility to attend meetings and work events on evenings and weekends as needed, and to travel occasionally for work-related meetings, trainings, and conferences.
- Proficiency with Microsoft Office, Google Suite, and CRM database management
- Experience with Adobe Creative Suite, Canva, and Salesforce a plus

Salary & Benefits:

This is a full-time exempt position and reports to the Director of Development. Riverlife seeks to be an employer of choice, and offers the following salary & benefits:

- Annual salary range of \$65,000-72,000
- 25 days PTO per year
- 13 paid holidays, including 3 floating holidays + weeklong office closure in December
- Paid medical and parental leave time
- Medical, dental, and vision insurance for employee and family
- Retirement savings plan with up to 6% employer contribution
- Life and AD&D insurance
- Professional Development funds
- Flexible hybrid work environment

How to apply:

Please submit your cover letter, resume, professional writing sample, candidate profile, and other application materials by 5pm on Friday, January 12, 2024 through the online application form at:

<https://riverlifepgh.org/development-manager-corporate-partnerships>

We ask applicants to complete this voluntary, anonymous demographics survey to help us improve our efforts to recruit, hire, retain, and support a diverse workforce. <https://forms.gle/Ejni8vFh3aDqNuES6>

Riverlife is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.