The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position: Corporate Relations Manager
Department/Program: Development and Communications
Compensation: $60,000 – $65,000 annually
Benefits: NAYA recognizes 14 paid holidays per fiscal year. Additional paid time off includes accruals of sick and vacation hours; vacation time is based on tenure with the agency. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment and NAYA will match employee contribution to their 401K, up to 6%.

Employment Status: Regular, Full-Time, Exempt
Hours: General working hours are 8:30am-5pm; evenings and occasional weekends, as assigned.
Supervision: No supervisory requirements
Reports To: Director of Development and Communications
Job Location: Portland, OR
Created/Revised: August 2023

Position Description:
The Corporate Relations Manager is a key member of the Development and Communications team that will work with corporations to build strong and enduring relationships for NAYA. The position is responsible for identifying, engaging, and securing corporate partners; cultivating relationships, making sponsorship and grant requests, planning and leading employee engagement activities, and stewarding corporate donors. The Corporate Relations Manager will maintain an active portfolio of corporate prospects, meet and exceed an annual corporate fundraising goal.

As an ideal candidate for this role, you are a fundraiser, a compelling storyteller, and an effective champion for NAYA’s mission and work. You can identify and take opportunities, grow relationships, and develop impactful partnerships. You are a self-starter, organized, and efficient, with close attention to deadlines and details. You will develop creative solutions, adapt to an evolving and growing organization, and work as a collaborative team member.

Essential Functions:
Cultivating Relationships
• Maintain an active portfolio of corporate donors and prospects ($5,000+), built through research, networking and expansion of current agency relationships
• Steward and acknowledge corporate donors throughout the year
• Work with Board and Board of Trustees to further expand corporate relationships
• Stay active in the community, ensuring visibility for NAYA to corporate stakeholders
Sponsorship and Grant Requests
- Meet and exceed an annual corporate fundraising goal; develop goals for increasing corporate revenue in future years
- Coordinate and solicit sponsorships for NAYA’s fundraising events
- Work with events manager to secure corporate support for Native Professionals and Friends Night events, including sponsorship and hosting opportunities
- Collaborate with the Development and Communications Team to ensure that corporate partners receive appropriate sponsorship benefits
- Track and report on fundraising goals from sponsorships and partnerships

Plan and Lead Corporate Employee Engagement Opportunities
- Build workplace giving revenues, presenting to employee groups to build awareness of NAYA’s mission and work
- Work with NAYA leadership to develop volunteer opportunities for corporate employees that serve organizational and programmatic needs

Other Responsibilities
- Enhance and update collateral and proposal templates in collaboration with the Development and Communications Team
- Maintain records of donor, participant, and sponsor contact in Raiser’s Edge database

Additional Duties:
- Additional Corporate Relations Manager Duties:
  - Other duties as assigned by Director of Development and Communications
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
  - Work as an active member of departmental team
  - Participate actively in cross-departmental team projects
  - Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:
- Bachelor’s Degree or equivalent education and experience
- Knowledge of best practices in corporate donor stewardship and cultivation
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

Experience:
- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Three to five years resource development and fundraising, with experience researching corporate donor prospects, cultivating and stewarding corporate donor relationships, and securing sponsorship and grant support
- Ability to understand the needs and interests of corporate funders and their employees
- Demonstrated leadership and ability to successfully manage diverse multi-functional projects
- Successful experience setting goals, making cold calls and developing cultivation and solicitation strategies
Skills:
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Excellent communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
  - Web-based research
  - Microsoft Office Suite
  - Raiser’s Edge donor database
  - Greater Giving event management

Work Environment: 75% office/home/remotely, 25% outside office including travel time. NAYA employees are expected to work on site most of the week. With supervisory approval, employees may be able to work at home 1 to 2 days per week after successful onboarding.

Physical Requirements:
- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:
1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center’s liability insurance policy which requires an Oregon or Washington driver’s license)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf for more information)
3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regiment) before start date.

Application Procedures:
Interested candidates should submit:
1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
Note: Candidates selected for a job offer will be asked to complete a NAYA application.

Application forms and additional information about employment at NAYA Family Center can be found at http://www.nayapdx.org/about/jobs.

Application Deadline: Open until filled
Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:
Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: jobs@nayapdx.org