



**Position Title:** Corporate Relations and Membership Manager  
**Reports To:** Director of Operations  
**Department:** Florida Center for the Literary Arts  
**Prepared By/Date:** Elaine Parker/6-29-2010  
**Approved By/Date:** Alina Interian/6-29-2010  
**Revised:** Jennifer C. Brito/7-22-2010

**Job Code:** 0128  
**Job Group:** PEC  
**Salary Grade:** 16  
**FLSA Status:** Exempt

### **Summary:**

The Corporate Relations and Membership Manager conducts research, identifies potential sponsors, and solicits support, both in cash and in-kind contributions, for programs of the Florida Center for the Literary Arts; including the Miami Book Fair International. This individual develops a strategy for approaching institutions, private foundations, corporations, or corporate giving programs with appropriate proposals.

### **Essential Duties and Responsibilities:**

- Secures cash and in-kind support for FCLA programs, according to their specific needs through research and networking opportunities.
- Coordinates all of the proposals as well as all on-line applications for funding submitted to corporate sponsors, corporate giving programs, private foundations, and media partners.
- Tracks each sponsor's specific benefits to ensure that each package is fulfilled in its entirety.
- Works closely with FCLA/MBFI management to create and describe sponsor benefit level.
- Maintains good working relationship with all sponsor representatives and organizes.
- Provides all materials needed by potential and confirmed sponsors such as letters of agreement, invoices, proposals, benefit summaries or benefit comparisons.
- Collects all materials needed by MDC Communications Department from confirmed sponsors, such as logos, corporate boilerplates.
- Creates and maintains sponsor files for each program and each sponsor, including all master databases.
- Prepares extensive MBFI wrap-up report, including data, photographs as well as materials samples, for each sponsor.
- Follows-up on proposals and on-line application submitted.
- Makes personal visits to potential and confirmed sponsors to promote solid partnerships.
- Works closely with College Communications Department with regard to advertising artwork, as well as ensuring all sponsor logo/ID recognition.
- Works with Department management to secure donations for College employee recognition events.
- Provides development status reports for Executive Director and Director of Operations, as well as MBFI Board of Directors.
- Promotes Friends of the Fair membership program.
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge and proficiency in MS Office programs: Word, Excel, PowerPoint and Publisher
- Knowledge of obtaining sponsorships and skill in grant writing
- Excellent organizational, interpersonal and communication skills (both oral and written).
- Ability to multi-task and prioritize assignments
- Ability to work as part of a team and be detail-oriented
- Ability to work in high-pressure event atmosphere
- Ability to work in a multi-ethnic, multi-cultural environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelors degree in a related field and seven (7) years of related experience
- Formal training in sponsorship and grant writing techniques

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name