



Company: Community Emergency Assistance Programs (CEAP)

Position: Corporate and Community Development Manager

Reports To: Director of Development and Engagement

Status: Full Time

Salary: Commensurate with Experience

Summary

CEAP mobilizes resources, shares abundance, and nourishes neighbors to create and celebrate a healthier, stronger, and more connected community. The Corporate and Community Development Manager is CEAP's primary relationship-builder with corporate and community partners, a hands-on, out-in-the-community role focused on face-to-face cultivation.

This position has two connected purposes. The first is revenue generation: securing corporate sponsorships, gifts, and community partnerships that support CEAP's programs. The second is volunteer engagement: actively recruiting corporate and community partners to volunteer at CEAP so they can experience the organization's work firsthand, helping feed the community while deepening their own connection to CEAP's mission. Success in this role depends on consistent, in-person presence with partners: regular meetings, visits, tours, volunteer events, and community events.

This position reports to the Director of Development and Engagement and works collaboratively with other members of the Development team.

Major Responsibilities & Activities

- Serve as CEAP's primary point of contact and relationship-builder for a portfolio of corporate and community partners, including businesses, civic groups, and faith communities/congregations.
- Meet regularly with new and existing corporate partners to build and maintain strong, ongoing relationships.
- Proactively schedule and conduct in-person visits, tours, and meetings with current and prospective corporate and community partners. This is an active outreach role built on regular face-to-face engagement.
- Develop and execute an engagement strategy that pairs revenue goals (sponsorships, corporate gifts, event support) with volunteer recruitment, so that generating support and generating hands-on participation work together.
- Actively recruit corporate partners and their employees to volunteer at CEAP, organizing and hosting volunteer shifts and team service days that let partners see CEAP's programs and impact in action.
- Plan and lead corporate volunteerism events, such as food drives and toy drives, that connect corporate partners directly to CEAP's programs.
- Identify, cultivate, solicit, and steward new and existing corporate and community donors and partners to meet annual fundraising goals.
- Convert volunteer engagement into deeper partnership over time by following up with volunteering companies and groups about sponsorship, giving, and continued involvement.

- Represent CEAP at community, civic, and faith/congregation events to raise visibility and build new relationships across the community.
- Support corporate sponsorship strategy for CEAP events, including sponsorship materials and benefit fulfillment.
- Maintain accurate, timely records of partner engagement, visits, and volunteer activity in CEAP's CRM (Bloomerang), and produce status reports on activity and results.
- Work collaboratively with the Director of Development and Engagement, program staff, and other team members to align partner engagement with CEAP's broader goals.
- Serve as a professional representative and diplomatic spokesperson for CEAP.
- Conduct business ethically and with integrity and demonstrate respect for fellow colleagues.

Essential Knowledge, Abilities & Skills

- Genuine enthusiasm for being out in the community: comfortable with initiating contact, showing up in person, and building relationships face-to-face rather than primarily by email.
- Ability to develop lasting, productive relationships with diverse groups of people, including corporate leaders, civic organizations, and faith communities.
- Experience setting appointments, conducting on-site visits, and asking for financial and in-kind support.
- Experience organizing or hosting volunteer groups, or comparable community engagement/event experience.
- Proficient verbal and written communication skills.
- Excellent organizational and time management skills, with the ability to manage a varied schedule of visits, tours, and events.
- Self-motivated, results-oriented, and goal-focused, with demonstrated success working independently and as part of a team.
- Strong belief in the mission and goals of CEAP.
- Experience with CRM/donor databases (Bloomerang experience a plus).
- Ability to communicate effectively, positively, and professionally with supervisors, participants, staff, volunteers, and partners.
- Ability to promote a professional work environment that is affirming, respectful, and understanding of diverse people.

Position Requirements

- Can determine the needs and interests of corporate and community partners and match them to meaningful CEAP engagement opportunities.
- Has excellent interpersonal skills and maintains professional boundaries.
- Understands basic budgeting and fiscal management within the nonprofit sector.
- Maintains a positive working relationship with the Director of Development and Engagement and other members of the CEAP team.
- Reliable transportation and ability to travel locally for partner visits, tours, and community events.

To apply for this position, forward your resume and cover letter to:

Holli Rolfe, CEAP
 holli.rolfe@ceap.com
No phone calls please.