



## **CORPORATE ENGAGEMENT COORDINATOR**

Since its founding in 1877, The Fresh Air Fund, a not-for-profit youth development organization, has provided free life-changing summer experiences in the outdoors to more than 1.8 million children from New York City's underserved communities. Young people also participate in year-round leadership, career exploration and educational programs. For more information, visit [www.FreshAir.org](http://www.FreshAir.org).

### **Position Summary**

The Corporate Engagement Coordinator is an integral part of the Development team in helping to steward and build corporate partner engagement in The Fund's programs in a mutually beneficial way. Working with colleagues, the Coordinator develops new and support existing corporate partnerships that yield philanthropic support, volunteers, sponsorship revenue and in-kind resources. The Coordinator works closely with the Programs department on volunteer recruitment of tutors and mentors for year-round programs, identifying and developing career awareness workshops, finding presenters for the annual career fair and other programs as necessary.

The Coordinator reports to the Director of Development. This is an in-person position based in our New York City office.

### **Responsibilities**

- Oversee meaningful opportunities for volunteer partnerships that help advance The Fund's mission and priorities, and ensure volunteers have a positive, meaningful experience and feel supported throughout the process. Coordinate and attend corporate partner volunteer opportunities (in-person and virtual);
- Promote volunteer opportunities with corporations and other outlets; Act as first point of contact with corporate partner employees in recruiting volunteers to serve as tutors and mentors for Career Awareness and College Connections programs;
- Collaborate with program staff to identify volunteer needs and develop and facilitate employee engagement opportunities for corporate partners, including corporate job shadowings for career awareness program and the annual Career Fair;
- Oversee and implement other aspects of the partnership in coordination with Development colleagues, including event sponsorship, event committee participation, in-kind donations or direct grant support;
- Research new prospective corporate partners and develop and implement an approach strategy for each;
- In coordination with program colleagues, plan and execute volunteer appreciation activities, including an annual thank you event and a volunteer newsletter;
- Respond to corporate and community volunteer inquiries via phone and email;
- Coordinate delivery and tracking of in-kind donations, including printed materials;

- Recruit, train and supervise seasonal (summer) interns for Development;
- Manage day-of volunteer engagement for Fresh Air Fund benefit events; and
- Provide additional administrative assistance to the Development Department as needed.

### **Qualifications**

- Bachelor's degree required;
- A minimum of 2 years of experience working in a non-profit setting with corporate community relations and/or experience managing volunteers;
- A pronounced and profound passion for The Fresh Air Fund's work and mission;
- Collaborative mindset with focus on providing a meaningful experience for volunteers while ensuring needs of The Fund's programs are addressed;
- Excellent communication skills and ability to cultivate and maintain relationships with a wide array of people and organizations;
- Handle pressure with grace and diplomacy; able to anticipate problems and present solutions quickly;
- Team player who can build strong relationships with internal and external partners;
- Strong organizational and project management skills with an ability to multi-task and navigate competing priorities;
- Experience with CRM/donor management systems, tracking engagement and reporting results (experience with Salesforce a plus); and
- Ability to work evening hours and some weekend work as necessary.

***The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19, including eligible booster doses, or to apply for reasonable accommodation.***

### **Salary & Benefits**

The salary range for this role is \$45,000-\$55,000 and is commensurate with experience. The Fresh Air Fund offers a generous benefits package including medical, dental and vision insurance, flexible spending accounts, and employer and employee retirement contribution plans.

### **Application Instructions**

To apply, please submit a [Corporate Engagement Coordinator application](#) and cover letter. Applications without a cover letter will not be considered. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

*The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.*