



Job Posting  
Hamilton/Burlington SPCA  
Manager of Corporate & Community Engagement

Position: Manager, Corporate & Community Engagement  
Hours: Full -Time Monday to Friday, Weekend, and evening availability  
Location: Hamilton – Office/Shelter  
Date Posted: Monday June 20, 2022  
Date Closes: Open

The Hamilton/Burlington SPCA (HBSPCA) is a leader in animal welfare in the Golden Horseshoe and one of Ontario's most progressive animal welfare agencies. Our aspiration is keeping pets and their people together. Service to community supports pet parents, delivers early intervention for pet health and wellness where pet families live, and is guided by the benefits of the human animal bond.

The HBSPCA is a not-for-profit animal welfare organization largely supported by donors and friends of the animals. Relations with donors are of top importance; donors make miracles happen every day for animals in the community and in care.

**The Position**

The Manager, Corporate & Community Engagement is sophisticated and diplomatic. They carry a high degree of thoughtfulness required to build relationships with a wide range of stakeholders in a high-pressure, high-volume, fast-paced environment with multiple priorities and competing deadlines.

The Manager, Corporate & Community Engagement reports to the Director of Giving and Community Partnerships. This position is part of the development team and has a strong focus on stewardship, cultivation & activation of corporate partners as well as driving strategy to grow revenues.

The Manager will work collaboratively with cross-functional teams and is responsible for building interdepartmental relationships, managing expectations, handling sensitive and challenging situations, and following Hamilton Burlington SPCA policies with volunteer leadership, sponsors, donors, and high-profile stakeholders.

This job is right for you if:

- You enjoy building and sustaining partnerships.
- You enjoy being a leader.

- You really enjoy listening to others.
- You enjoy being part of a dynamic team.
- You have exceptional organizational and prioritization skills with high attention to detail.

As the successful candidate, you will bring your “can do” attitude to fulfill the following responsibilities:

**Corporate Development:**

- Develop and implement strategies to grow annual revenue from corporate partnerships and programs
- Achieve the annual targets agreed for all areas of corporate and community engagement
- Prepare detailed income and expenditure reports for each area of activity, and interpret data to measure effectiveness and return on investment
- Assist the Director with preparing the annual budget. Prepare quarterly forecasts, and monthly reports with a focus on performance against targets
- Provide expertise and guidance on all matters relating to corporate and community relationships as well as new programs opportunities
- Support a portfolio of national, provincial, regional and community partners achieving retention and growth targets
- Manage all aspects of assigned corporate partners. This includes securing annual funding, providing outstanding stewardship and reporting on assigned suite of corporate partners
- Working with the Director, develop and implement a comprehensive partner stewardship communications plan
- Work with Animal Care and Outreach teams to package existing programs to drive corporate partnership and engagement.
- Write proposals and agreements for corporate/foundation program funding and prepare impact reports as required
- Prepare and deliver presentations to partners around employee engagement
- Proactively deepen relationships within existing account base; create opportunities to develop next level relationships, engage volunteers to assist in networking
- Collaborate with the development team to cross-cultivate new opportunities, monitoring and responding to trends.
- Collaborate with communications and marketing teams to develop and expand partnership offerings aligned with our strategic plan.
- Data management of accounts and prospects
- Prospect, cultivate and maintain strong working relationships with senior and executive level decision-makers and key corporate stakeholder prospects to ensure a strong pipeline of revenue-generating support opportunities
- Conduct ongoing research into new corporate funding and partnerships opportunities seeing collaborative, measurable and strategically aligned opportunities
- Work with the Director and CEO to pitch and present proposals and negotiate terms
- Establish and implement best practices for building, fostering, and expanding focused strategic partnerships
- Develop an internal onboarding process for industry partners to ensure an exceptional partner experience
- Manage administration of sponsorship efforts, including tracking income and expense budgets; and creating and maintaining annual solicitation, acquisition, stewardship, and reporting calendars

- Ensure proper fulfillment of sponsorship deliverables, activation, complex agreements, and contractual obligations with all sponsors
- Maintain ongoing knowledge of industry trends and competitive environment
- Manage a portfolio of corporate accounts and prospects to achieve ambitious personal and corporate partnerships team revenue goals, includes corporate philanthropy, corporate sponsorship, regional initiatives, and local corporate foundation opportunities.
- Actively participate in the creation of annual and long-term development plans for the partnership & corporate philanthropy portfolio.
- Develop compelling and customized proposals, presentations, activations and fulfillment reporting and financial reports for prospective partnerships.
- Provides insights on areas of opportunity for leveraging current relationships and to remain continuously alert on potential issues or concerns as they relate to internal and external stakeholders including, but not limited to staff, internal stakeholders, donors, external stakeholders, and cross-functional groups.
- Prepare correspondence emails, minutes, reports, and presentations.
- Organize and maintains files for Director, CEO and all board related material.
- Coordinates policy & procedural training documents
- Accountable for other small projects as required to support the Director and CEO in execution of any accountabilities
- Responsible for the planning, communication and executing staff meetings and social activities
- All Other duties as assigned.

If you are passionate about applying your knowledge, skills, and experience to make a tremendous difference in your organization and expand your career growth, then this role is for you! Please send your letter of interest, resume with salary expectations in confidence to [careers@hbspca.com](mailto:careers@hbspca.com)

### **Requirements**

- Must have a valid driver's license
- Employment conditional on ability to work around pet companions
- Agree to and submission of a clean Police Check
- All employees and volunteers are required to be fully (COVID) vaccinated

The HBSPCA offers paid vacation, extended health care benefits and a pension plan with matching contributions.

The HBSPCA is an equal opportunity employer and supports workforce diversity. We welcome and encourage applications from individuals with diverse backgrounds and lived experiences, as well as individuals of all abilities. Should you require accommodation during the recruitment process, please contact the shelter.

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.