

Position Title: Manager of Corporate Relations and Grants
Division: Community Engagement
Reports to: VP of Community Engagement
Status: Full Time Exempt
Salary: \$66,560/year - \$69,000/year DOE

Essential Job Functions:

- Plan, develop, and implement strategies for raising long-term, sustainable income from the corporate sector and ensure the positive management of all corporate partnerships
- Build corporate partnerships to enhance agency income and volunteer base
- Coordinate cultivation/stewardship activities for corporate donors and prospects
- Conduct personal visits to corporate donors and provide presentations
- Ensure timely and effective corporate fulfillment and donor recognition acknowledgments
- Represent AlzOC at public events, conferences, workshops, meetings, and media events, assisting as needed with preparation and execution
- Adhere to policies and procedures for Community Engagement activities
- Assist with the development and maintenance of collateral materials for corporate initiatives as needed
- Coordination of agency Grants and management of grant contractors
- Coordination of Grant fulfillment
- Compose grants when needed
- Assist in Community Engagement department general support
- Other duties as assigned

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.