

# Alzheimer's

ORANGE COUNTY

**Position Title:** Intermediate and Corporate Gifts Manager  
**Division:** Community Engagement  
**Reports to:** AVP of Community Engagement  
Status: Full Time Exempt

## **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
- Coordinate **Intermediate Gifting** (\$1,000 - \$9,999) solicitation and stewardship.
- Coordinate **Legacy**, Intermediate and Corporate Giving Stewardship and Communications.
- Coordinate cultivation/stewardship activities for corporate, legacy and intermediate donors and prospects
- Ensure timely and effective corporate fulfillment and corporate, legacy donor recognition acknowledgments
- Conduct personal visits to corporate, legacy and intermediate donors.
- Represent AlzOC at public events, conferences, workshops, meetings, and media events, assisting as needed with preparation and execution
- Assist with the development and maintenance of collateral materials for Corporate Initiatives, Legacy Giving and Intermediate Giving as needed
- Assist in Community Engagement department general support, including event 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 (and its subsidiaries) is an equal employment 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 at the Organization 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.

As a workforce member, I agree to adhere to policies and procedures pertaining to the proper handling of protected health information (PHI) when applicable.