

Position: Corporate Relations Associate

Reports to: Chief Marketing and Corporate Relations Officer

Direct Reports: N/A

Position Description

The Corporate Relations Associate is responsible for cultivating and maintaining professional working relationships with the new and current corporate partners of the National Law Enforcement Officers Memorial Fund with the goal to retain these companies as sponsors of the Memorial Fund for years to come.

Primary Areas of Responsibility

- Help maintain a growing portfolio of 26+ corporate partners and 40+ event sponsors.
- Help cultivate and solidify the companies renewals of their respective sponsorships for the following year.
- Identify prospects, conduct research, and prepare prospect/donor profiles for the corporate sponsorship program.
- Manage the grant reporting required by some companies for sponsorship donations.
- Manage the payment cycle by creating and processing invoices, processing and tracking payments, disseminating payment reminder emails in a timely manner and disseminating acknowledgement letters after payment is received.
- Distribute sponsorship benefit packages after a sponsorship is agreed upon. Update and manage sponsorship benefit fulfillment and update company records in the database.
- Work with staff members to fulfill benefits on a timely basis, such as the Digital Marketing Manager to coordinate sponsor social media benefits.
- Work with the Chief Marketing and Corporate Relations Officer to update documents pertaining to sponsorship opportunities.
- Serve as the point of contact for researching NLEOMF data, reconcile donation deposits and ACH payments when inquired by accounting and other development staff.
- Ad-hoc projects as assigned by Chief Marketing and Corporate Relations Officer.