



Position: Corporate Relations Associate
Program: Administration – Development
Reports to: Corporate Relations Manager
Salary: \$55,000 Annually
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 Days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long-Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: Under the supervision of the Corporate Relations Manager, the Corporate Relations Associate will facilitate independent sponsorship projects, provide direct support to corporate donors in a stewardship role, manage volunteers/interns on-site at events and provide daily administrative support to the fundraising initiatives of the Development Department. These duties will include managing corporate gift tracking in Raiser’s Edge, maintaining partnership communications, and inter-departmental project facilitation.

ESSENTIAL FUNCTIONS:

- 1) Work with the Corporate Relations Manager in all day-to-day administrative needs regarding sponsorships including organizing and keeping files, invoicing pledged contributions, executing mailings and daily communications;
- 2) Prepare for and coordinate on-site aspects of Los Angeles LGBT Center's (Center) events including the Anniversary Gala, Simply diVine!, Out Under The Stars, Models of Pride in accordance with the organization's yearly Development plan;
- 3) Manage volunteers and/or interns on-site at sponsored events to provide support to corporate donors with customer service, activations, branding opportunities and any additional benefits;
- 4) Educate corporate entities about the Center in various community networking activities and associations;
- 5) Facilitate projects related to Corporate Sponsors including designing Wrap Reports post-event, maintaining in-kind trade media timelines, and researching potential industries/companies for partnership solicitations;
- 6) Ensure the development, maintenance, and updating of files and databases related to corporate sponsorship and cause-related marketing, including the appropriate inputting and coding of gifts and pledges into the donor data base system;
- 7) Track and document all Corporate Sponsor contacts, communications and actions in Raiser’s Edge;
- 8) Participate in staff meetings, marketing meetings, planning meetings and other meetings as needed;
- 9) Cultivate and steward corporate employee resource groups through various service and volunteer opportunities;
- 10) Work with the Volunteer Resources department to manage volunteers, especially employee resource groups, in the office and on-site at events for several projects;
- 11) Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center’s work and its mission to make the world a better place for LGBTQ people;
- 3) 3+ years of administrative and/or development experience preferred;
- 4) Graphic design and copy-editing experience preferred;
- 5) Demonstrated ability to work in a team-oriented atmosphere;
- 6) Excellent communications skills including both written and oral communication;
- 7) Demonstrated ability to assist on projects with multiple and often competing deadlines, and ability to work under pressure;
- 8) Computer skills and knowledge including word processing, database operations, spreadsheets, and other software systems;
- 9) Access to reliable transportation and the ability to be insured;
- 10) Available to work evenings and weekends;
- 11) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.