



## POSITION VACANCY

**Position:** Manager, Corporate Partnerships  
**Reports to:** Director of Development  
**Location:** Provincial Office - 18 Wynford Drive, Toronto  
**Effective Date:** Immediately

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### **About The Lung Association:**

The Lung Association is dedicated to helping all Canadians breathe. Our community of donors, patients, researchers, volunteers and professional staff are dedicated to ensuring Canadians have the healthy lungs, body, and clean air, which are vital to healthy breathing.

We want to ensure that no one takes their breathing for granted, and strive for better breathing for all.

This is an opportunity to join a team at an exciting point in time - an opportunity to build on your experience, grow your skills, and make a true difference in the lives of all those that struggle to breathe.

To view our latest Annual Report: <https://breathe-annual-report.floating-point.com>

### **Position Overview:**

Reporting to the Director of Development, and working in close collaboration with the Vice President, Marketing, Development and Public Affairs, you will contribute to the achievement of our mission by stewarding relationships with, and growing support from, current corporate partners and in soliciting and securing support from new partners to attain the annual workplan and fundraising goals.

You will also be responsible for growing new corporate partnerships through our national corporate engagement program - securing corporate revenue commitments and supporting companies in implementing new workplace-based fundraising campaigns.

You're a dynamic fundraiser that is a relationship manager at heart -- someone who believes in the power of giving, and who is inspired by working with donors and partners in helping them realize their goals and dreams.

### **Responsibilities:**

- Soliciting and securing support from current and new corporate partners
- Supporting the Director of Development and Vice President, Marketing, Development and Public Affairs in stewardship and relationship management, including liaising via email, telephone and in person with key corporate stakeholders

- Assisting in the development of an annual budget and strategy to carry out development plans, including sourcing potential partners, and devising tactics and tools
- Providing accountability for achieving revenue and business objectives
- Monitoring external markets to identify new partnership and business development opportunities; conducting research on new corporate account prospects and program opportunities
- Preparing proposals and presentations for existing and potential corporate partners
- Maintaining current knowledge of corporate giving trends through networking and research
- Gathering data and information on approved programs and activities from Provincial Programs, Finance, Marketing, and Public Affairs staff as needed to facilitate proposal development
- Updating and maintaining information on corporate prospects, sponsors and supporters on the Raisers' Edge database; providing reports as requested
- Maintaining a list of sponsor recognition commitments and ensuring the timeliness of recognition; preparing recognition letters, invitations, etc. as required.
- Other duties and projects as assigned from time to time by the Director of Development and the Vice President, Marketing, Development and Public Affairs

**Qualifications:**

- University degree or equivalent
- 3 to 5 years' experience in fundraising or marketing
- Proven track record of exceeding personal and team fundraising goals
- Exceptional oral and written communication skills, including editing and proofreading
- Excellent interpersonal skills and the capacity to communicate at all levels with confidence and a customer service orientation
- Exceptional networking ability
- Solutions-focused, with the ability to think creatively
- Detail-oriented with strong project management, analytical and organizational skills with problem solving abilities
- Understanding of the corporate, philanthropic and sponsorship environments
- Knowledge of the health sector an asset
- Ability to work independently and handle multiple assignments and projects, prioritize, and meet deadlines
- Strong technical skills including experience with fundraising database applications (knowledge of Raisers Edge is an asset) and Microsoft Office
- Willingness to work outside of regular business hours and travel as necessary

To apply, please email your resume and cover letter, along with salary expectations, to Geeta Thomas, Director - Human Resources, at [gthomas@lungontario.ca](mailto:gthomas@lungontario.ca).