



Position: Partnerships & Development Officer

Reports to: Director, Partnerships & Corporate Engagement

Location: Rockville, MD

Position type: Full-time

Salary: \$60,000-\$70,000

Benefits: 13 days paid time off, 12 paid holidays, flexible schedule, medical, retirement, life insurance

About Leadership Montgomery

Since 1989, Leadership Montgomery (LM) has built bridges between the private, public, and nonprofit sectors of Montgomery County to improve the community — the neighborhoods where people live and work. Today, we provide five curriculum- and service-based programs: CORE, Corporate Volunteer Council, Emerging Leaders, Senior, and REAL Inclusion, as well as post-graduate programming and special events. To date, we have graduated over 2,500 leaders, 955 of whom hold board seats in County-based businesses, supported 864 local nonprofits with 25,000 hours of volunteer service and have trained 538 high school and other emerging leaders through our programs. Leadership Montgomery's vision is a thriving Montgomery County supported by a network of engaged leaders. Our mission is to educate, inspire, convene, and connect leaders to advance Montgomery County.

Summary of position: The Partnerships & Development Officer will work closely with the Director, Partnerships & Corporate Engagement and CEO by managing frontline fundraising and business development (earned revenue) responsibilities that support the growth of LM. The officer will be responsible for managing corporate and foundation prospects along with building a base of corporate partners/clients.

The Partnerships & Development Officer will be a key part of a dynamic team that is responsible for partnership development to support Leadership Montgomery's operations.

Responsibilities and Duties:

Business Development

- Identify, qualify, track, and capture specific, targeted opportunities for the company to achieve growth in targeted markets and with targeted clients, in alignment with approved corporate business strategy.
- Make sales calls to prospective new clients to initiate new business relationships
- Meet with prospective clients and teaming partners; effectively manage internal and external relationships, to include vendors and consultants.
- Provides speaking engagements about volunteerism to corporate, community, governmental and faith-based organizations, as needed
- Support Director, Partnerships & Corporate Engagement on proposal development efforts, and act as resource to research, write, or edit

Corporate and Foundation Relations

- Co-develop with the CEO and management team a cultivation and management strategy for corporations and foundations to support Leadership Montgomery
- Utilize a proactive approach to research, identify and recruit new corporate partners and funding opportunities
- Secure corporate sponsorships for programs and events including, but not limited to, Corporate Volunteer Awards Luncheon and LEAD Forum (conference)
- Create proposals for foundations, corporations, and government agencies



- Write and/or edit concepts, proposals, reports, pitch decks and stewardship materials.
- Track all grant deadlines and the grants management calendar
- Provide direct support staffing for major donor related responsibilities (scheduling meetings, tours, and donor communications)

Program and Development Operations Management

- Lead the department's CRM system improvements
- Oversee systems for prospecting, research, and pipeline development
- Work with Manager, Events & Special Programs and finance department to coordinate gift entry, invoicing, and tracking; work with finance department to reconcile donations.

Organizational Operations:

These are organization-wide responsibilities. All staff hold the following responsibilities:

- Submit and track program expenses based on LM protocol
- Collaborate with staff in making key strategic decisions affecting LM's future
- Participate in staff meetings, attend community events, and otherwise contribute to strengthening the deep roots within our community, both internally and externally
- Commitment to our mission and our values of Action, Integrity, Diversity, Engagement, Inclusion & Growth

What we are looking for:

- You have a passionate commitment to Montgomery County
- You are comfortable with computers and a variety of online platforms
- You have 3 years' experience in corporate and foundation fundraising, business development, and/or sales
- You have experience preparing timely, accurate, and comprehensive written reports and presentations
- Ability to work both independently and collaboratively as a vital and contributing member of a team
- You utilize strong time management skills to manage multiple competing priorities, deadlines, and tasks
- You are a solid communicator (verbal and written) and possess great interpersonal skills. You excel at building relationships in any environment and enjoy connecting with people.
- Comfortable with computers and a variety of online platforms
- Able to work some evenings and weekends

Equal Opportunity Employer

LM is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. LM is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law.

Please send a resume and cover letter to Wylea Chase, wylea.chase@leadermont.org.

No phone calls, please.