

JOB DESCRIPTION

JOB TITLE: Vice President of Corporate and Foundation Partnerships
DEPARTMENT: Development
STATUS: Exempt
REPORTS TO: President and CEO

GENERAL FUNCTION: Lead PCN's nonprofit initiative to include branding, outreach, and fundraising. Responsible for the success of corporate and foundation donations, and sales of major sponsorships. Oversee donor investments and strategic fundraising opportunities, as well as create development plans and advancement services. Manage the Marketing and Development Departments, ensuring that teams work collaboratively in service of PCN's fundraising mission. Work in cooperation with other managers to carry out company initiatives.

RESPONSIBILITIES:

- Providing goal-setting, visioning, leadership and strategic direction for Marketing and Development team members. Directing, managing and mentoring team members, developing their skills and abilities. Managing team and individual performance to achieve goals.
- Designing, implementing, and overseeing comprehensive, proactive development plan focused on expanding and enhancing corporate and public foundation relationships, which includes building strategic partnerships.
- Working closely with senior colleagues to create opportunities to build awareness among corporate and foundation constituencies to significantly expand positive strategic partnerships and fundraising relationships.
- Cultivating new corporate and foundation relationships and nurturing existing accounts. Managing ongoing relationships with donor organizations and creating value-added opportunities for major donors.
- Creating and executing on compelling donor solicitation and relationship strategy related to gifts amounting to \$2,500 or more.
- Researching new leads for corporate and foundation giving through networking, use of third-party lead services, in-person meetings and calls.
- Preparing and delivering fundraising proposals.
- Writing and managing grant proposals and reports.
- Working in conjunction with Development and Programming to assist with selling sponsored content.
- Designing and implementing effective major gift donor stewardship program.
- Maintaining appropriate donor tracking and activity monitoring systems to ensure that cultivation and solicitation strategies are implemented and goals met.
- Represent PCN at events as needed.
- Availability for evening and weekends as needed.
- Other duties as assigned.

BACKGROUND/SKILLS

- Bachelor's Degree in Business Administration or relevant field.
- Minimum ten years fundraising experience and proven track record, with focus on corporate donor cultivation and acquisition. Previous experience working in the nonprofit industry.
- Minimum five years supervisory responsibility.
- Experience in budgeting, compliance, writing and reporting related to foundation and corporate grants.
- Familiarity with foundation community and corporate sector.

- Proven ability to work collaboratively within a team as well as demonstrated leadership and decision-making experience.
- Superior planning, organizational, and negotiating skills. Ability to maintain accurate records and consistently perform in a highly detailed environment.
- Ability to manage multiple projects and meet deadlines, with strong attention to detail.
- Strong commitment to exemplary customer service and exceptional communication skills to include written and oral with strong grammatical, writing, and spelling skills.
- Experience working with and managing donor databases.
- Energetic self-starter driven to achieve and exceed financial goals and objectives, and look ahead to strategies to achieve long-term results.
- Comfort with ambiguity, ability to work autonomously, and willingness to take creative approach to solving problems.
- Ability to work flexible hours and to travel to meet prospective donors.

ABOUT PCN:

PCN is a statewide 501(c)(3) nonprofit cable television network available to 10 million viewers in more than 3.1 million homes. PCN is the largest statewide privately funded public affairs network in the country. PCN is launching a fundraising initiative in service of the organization's mission and goals, and it is looking for talented individuals to join the team and assist with this new venture.

www.pcntv.com

TO APPLY:

Send Cover Letter and Resume to:

PCN

Attn: HR/Foundation Careers

401 Fallowfield Road

Camp Hill, PA 17011

careers@pcntv.com