



## Business Donor Manager (Part-Time)

The Business Donor Manager at The Bay Park plays a vital role in fostering relationships with business donors within the community to advance the organization's mission. This position encompasses both business donor stewardship and business community engagement, ensuring that business supporters feel connected to the organization's work while maintaining a strong local presence.

### Responsibilities

- Build and maintain relationships with local businesses, business & civic groups, and other potential donors to increase business giving is the primary focus of this role.
- Assist CEO, COO, & Director of Advancement with maintaining & enhancing relationships with current business donors and corporate programming & event sponsors to ensure ongoing support and increased giving.
- Attend community business association events to foster and build potential donor relationships.
- Maintain accurate business donor records, including giving history, preferences, and interactions, using the organization's CRM system. Track and report on engagement metrics, including donor retention, growth, and volunteer contributions.
- Coordinate and send timely thank-you letters, other personalized business donor communications.
- Work with the Bay Park Communications team as needed to share success stories, program updates, and organizational milestones with business donors.
- Assist in executing business donor events to 1. Recognize & appreciate current Business Partners, 2. Recruit new Business Donors, 3. Recruit new Business Sponsors.
- Collaborate with Advancement & Communications teams on annual giving campaigns, appeals, and sponsorship proposals, ensuring alignment with organizational goals.



## Requirements

- Bachelor's degree in business, sales management, nonprofit management, communications, public relations, or a related field is preferred.
- Experience in nonprofit fundraising, donor relations, B2B sales, or community outreach is preferred.
- Excellent sales skills and verbal & written communication abilities.
- Ability to identify and recruit potential business donors including targeted calling on business owners, CEOs, leaders & managers.
- Self-starter/strong self-management skills
- Proficiency in CRM software and Microsoft Office Suite.
- Ability to engage with diverse groups and foster strong partnerships.

If interested in this opportunity, please forward a cover note and your résumé to

[TheBayTeam@BayParkConservancy.org](mailto:TheBayTeam@BayParkConservancy.org).