

**Corporate Relations Manager**  
**The Province of St. Joseph of the Capuchin Order**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

The Corporate Relations Manager, based in Michigan, is the main point of contact for corporations interested in supporting the Province of St. Joseph in Michigan and Wisconsin. This position will work to maintain current relationships while cultivating new relationships with individuals and corporations for the purpose of raising funds for the general operation of, and special projects for the various ministries and programs including the Capuchin Soup Kitchen.

This position will allow for a flexible schedule, remote work and working at different sites in both Michigan and Wisconsin.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Cultivate and build current and future corporate and individual relationships to support the general fund, existing and future projects delivering excellent customer service
- Create proposals for partnering for event and sponsorships
- Maintain relationship, donor and sponsorship records
- Research and identify individuals, foundations and corporations that have the potential to support the Province, conduct inquiries, requests and other activities to solicit funds and create partnerships
- Develop and prepare regular progress reports for current and future goals
- Collaborate with Development Team to ensure sponsorship and donation fulfillment
- Manage advisory committee
- Work with members of the Development Team to cultivate and execute new opportunities and partnerships
- Partner with Director of Volunteers to share corporate volunteer activity and cultivate new volunteer opportunities
- Assist in supporting new and or proposed events, programs and campaigns
- Attend variety of non-profit events to cultivate relationships with current and prospective donors
- Collaborate with managers and directors across the Province to understand goals and align with fundraising plans
- Connect with variety of professionals and organizations to cultivate future support
- Comply with Province and ministry policies, procedures, guidelines and standards

**Qualifications:** Bachelor Degree in nonprofit management, marketing or related field, 5 years of experience in Development OR combination of education and experience. Knowledge and understanding of Detroit and Milwaukee area corporations and connections; ability to build effective relationships with corporate sponsors, create and present effective presentations. Effective Microsoft Office skills and experience with fundraising software. Must be able to travel and work a flexible schedule including weekends.

Interested candidates can apply by submitting letter of interest and resume to [employment@thecapuchins.org](mailto:employment@thecapuchins.org). Include Corporate Relations Manager in subject line

**Review of resumes will begin immediately**