JOB DESCRIPTION

Position Title: Corporate Relations Manager

Department: Corporate Development

FLSA Status: Exempt

Reports to: Director, Corporate Development

Last Reviewed: September 2022

Supervises: N/A

BASIC FUNCTION

The Corporate Relations Manager works regularly and collaboratively with ADCES staff members external industry partner contacts to successfully implement corporate programs and projects. Oversees external and internal resources to manage projects from proposal through completion. Under the direction of the Director of Corporate Development, will be responsible for extending a professional level of customer service to ADCES’s corporate partners, building and developing relationships, and providing effective program oversight and execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Will implement, oversee and contribute to workflow on project plans for approved corporate programs, both new and existing. Includes rigorous day to day management, and coordination and execution of project requirements for numerous corporate partner funding initiatives, the ADCES Industry Allies Council, and ADCES’s technology platform, danatech.

- Serve as primary liaison across multiple departments for internal project work team(s) to ensure alignment, timely completion, and effective implementation of agreed upon program deliverables.

- Manage activities related to danatech, such as: tracking agreement deliverables, and communication with the danatech project manager on product additions and changes to the platform, support for danatech-related needs of industry sponsors, and confirmation of sponsor recognition and releases of information with marketing department/organization.
• Manage a multi-project critical path pipeline that houses every aspect of partner engagement and benefits, cross-departmental workflow assignments, deliverable deadlines and fulfillment activities.

• Generate monthly metrics reports identifying uptake of numerous Association educational initiatives and digital assets serving the ADCES members, working across multiple departments to secure and report the data.

• Assist with invitations, agenda preparation and related logistics of Industry Allies Council (IAC) programs and meetings. Responsible for updating website, recognition, and on-site coordination at IAC meetings.

• Enter basic funding proposals created by ADCES into required industry sponsor grant systems.

• Participate in development and maintenance of Standard Operating Procedures (SOPs) for Corporate Development Department.

• Complete other tasks and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

• Expertise in execution of cross-departmental work, with keen attention to detail and accuracy. Demonstrated ability to cooperate and work collaboratively in teams across functions.

• Strong relationship-building and interpersonal skills, demonstrated in interactions with peers, supervisors, and organizational leadership.

• Experience in managing changing programmatic and communications priorities.

• Must be able to work both independently, and as a member of a team managing deadlines and communicating effectively to staff across all levels of the organization.

• Ability to possess and maintain confidentiality of information.

• Flexibility for occasional travel as requested.

EXPERIENCE/EDUCATION

• Bachelor’s degree in related field preferred.

• Minimum of 3-5 years previous work experience with increasing responsibility and proven track record of success.

• Ability to lead multi-functional teams of staff and vendors to meet defined goals and deadlines to achieve desired outcomes required.
• Demonstrated experience with project management responsibilities preferred. Previous experience with educational programming or marketing of programs a plus.

• Account management experience a plus.

**PHYSICAL DEMANDS**

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Overnight travel may be necessary, flexibility to work additional or alternative hours to attend local and/or out of state meetings required.

**WORKING CONDITIONS**

Majority of work performed in a general office environment. Position requires availability for extended hours, plus non-traditional hours required to perform job duties. May require participation and attendance at organization sponsored events and/or meetings out of state. Must possess flexibility to travel as needed.