



## Director of Corporate Philanthropy

Nest is a New York City based 501(c)3 nonprofit committed to furthering global workforce inclusivity, gender equity, and cultural preservation through responsible development of the global craft sector. Nest is reimagining the future of work and advocating for the interests of overlooked artisan and maker entrepreneurs and small businesses to advance gender equity and deepen economic inclusion for women and vulnerable populations in the United States and around the world. Through a comprehensive suite of programs, Nest supports over 1,600 micro and small businesses as they develop their operations to access meaningful market opportunities and achieve long-term success.

This role sits within Nest's Partnerships Team which is responsible for raising the organization's annual revenues of over \$6M as of today. This team oversees the organization's engagement with its active Board members and advisors, as well as brand and corporate partners, and institutional and individual donors.

We are seeking a full-time Director of Corporate Philanthropy with a proven track-record of successfully securing philanthropic funding from corporate partners. The Director will work to secure long-term philanthropic funding relationships, but also support the identification and cultivation of corporate partners for specific events, initiatives or programs. This Director reports to the Senior Director of Strategic Partnerships and will work closely with the Chief Strategy & Partnerships Officer, as well as programming and communications staff, to concept and develop proposals to foster new relationships as well as actively steward existing relationships.

### Major Responsibilities

- Develop, coordinate and implement a comprehensive corporate philanthropy plan to maintain and increase revenue from this constituency, currently totaling over \$1M
- Direct and serve as creative lead for proposals to corporations including conceiving, writing, budget building and design preparation
- Participate in setting annual and monthly goals for the portfolio working alongside the Senior Director of Strategic Partnerships and Chief Strategy and Partnerships Officer and actively provide monthly updates
- Actively seek partnership opportunities to fund identified organizational needs as well as special projects co-designed with cross-functional teams at the organization
- Collaborate with the Director of Corporate Relations on pitches to corporate partners who have an active relationship with the organization where the addition of strategic philanthropy, alongside paid consultancy services provided by Nest, would magnify impact
- Develop new corporate relationships, creating appropriate cultivation solicitation and stewardship strategies for each:
  - Prospect corporations and generate outreach
  - Initiate and attend meetings and conferences with key leaders
  - Work to increase the pool of funding partners by effectively approaching new giving entities, anticipating and delivering any information needs
  - Create and manage a robust advocacy letter process working with Nest's Board, Advisory Board and Brand Partners to support upcoming funding submissions as well as introductions to new prospects
- Maintain a proposal management tracking system, a proposal calendar, and a donor tracking system to regularly update Nest leadership team with current grant status including building efficiencies and better systems where necessary

Ideal candidates will be highly organized, self-starting, creative problem-solvers with exceptional attention to detail, strong written, verbal, and interpersonal communication skills who can manage multiple projects and priorities, work well in a team, and constantly seek to contribute to the efficiency and effectiveness of the organization. They must be creative and able to concept and build highly curated and customized pitches.

**Experience/Skills Required**

- Bachelor's Degree required
- Minimum of 5 years of experience in fundraising activities, including direct grant & proposal writing
- Excellent oral and written communication skills and excellent interpersonal skills
- Excellent organizational and analytical skills
- Highly proficient and comfortable using tools such as Salesforce, Canva, and Google Drive
- Must be comfortable with small and large group presentations

**Salary and Benefits**

Nest offers competitive salaries determined using nonprofit salary rate guides published annually in major US cities. The salary will ultimately be determined based on previous experience and geographic location of the selected candidate, with an expected range between \$75,000 and \$90,000.

Additionally, Nest provides an annual contribution of 10% of your salary directly into a SEP IRA retirement account on your behalf, with no matching required. For full time employees, Nest provides full medical insurance coverage (medical, dental, vision) and covers 50% of dependents. One vacation day is accrued each month (annual total of 12 days) plus an additional 20 pre-set PTO days are given which include holidays and a one week winter break at the end of December through New Year's Day. All travel costs, when required, will be covered by Nest.

**Instructions for Applying**

A resume is not required at this stage. Instead, please email [isabelle@buildanest.org](mailto:isabelle@buildanest.org) with your interest in applying for the position and we will send instructions for completing your application. The subject line should include your name and the position title.