



Corporate Partnership Manager, Development

About the Organization

Women In Film advocates for and advances the careers of women working in the screen industries--to achieve parity and transform culture. Founded in 1973, WIF supports all women working in film, television and digital media, from emerging to advanced career, focusing on advocacy and education, and working to preserve the legacies of all women working in the entertainment community.

Five years ago WIF, with our partners at the Sundance Institute, began conducting research to better understand the gender gap in Hollywood. The research succinctly identified the barriers and most consistent “fall-out” points for female filmmakers--from the earliest development of projects at Sundance Institute Labs, through the festival experience and into the marketplace. Over the past year, the conversation about women in film and television has reached an all-time high. We are at an unprecedented tipping point, and our challenge is to move from talk into action by implementing solutions that will have a tangible impact and increase the number of women in front of and behind the camera.

About the Role

The Corporate partnership role is a new position at WIF supporting the Director of Development in the largest revenue line at the organization. We seek someone who is strategic, entrepreneurial, organized, a strong communicator, affable and able to build on a successful program with tremendous potential to grow. With success, there is a pathway for this position to manage headcount.

Responsibilities include:

- Representing WIF to the broader public as a storyteller and fundraiser for the organization;
 - Developing a deep and nuanced understanding of and ability to articulate the WIF theory of change, program strategies and impact to varying audiences;
 - Centering, upholding, and representing the WIF Mission, Values, Impact and story(ies) to external corporate partners - potential and current.
 - Developing impact forward partnerships that build revenue, resource and shared values/mission based social impact.

- Engaging in and holding responsibility for all aspects of the Corporate partner development cycle - including lead identification, research & qualification, cultivation, effective pitching, contracting/invoicing, acknowledgment, activation and stewardship;
 - Developing written annual strategy, tactics, pipeline, and calendar; and consistently reporting progress against goals (on a monthly basis and as requested);
 - Building, growing, managing and successfully soliciting a pipeline of Corporate partners (industry and non-industry) sufficient to meet or exceed annual revenue goals;
 - Partnering with, supporting and cultivating sources of prospects including the WIF Board of Directors, leadership and staff, partners, membership program and general networking;
 - Leveraging ED, DoD, program staff, and board in solicitations;
 - Ensuring donors are appropriately acknowledged, included in appropriate or advantageous events and campaigns, and have the opportunity to receive member related benefits as committed by WIF.

- Working with Development team members to improve, build and maintain efficient tools to report and record all aspects of the Corporate partner cycle;
 - Build, improve, and maintain thorough and timely record keeping in WIF CRM tools (at present Monday.com and Neon CRM);
 - Maintain a timeline of activities that rolls up to and leverages broader team and organization timeline;
 - Help maintain board supported Corporate partnership records in Board Give/Get;
 - Ensure accurate recognition lists for outward facing materials (Annual

- Report, Website, Tribute Journals, Invitation lists, etc.);
 - Reconcile Corporate giving program transactions with Finance and CRM monthly;
 - Work with Operations, Finance, pro bono legal support and appropriate Development team members to ensure proper, timely and legal contracting, invoicing and account collection;
- Working with Development colleagues, Corporate consultants, Programs teams, Communications team, and Events & Operations team to build dynamic, impact forward, strategic, fair, sustainable, appropriately priced and executed partnership packages and activations;
 - Annually map out potential activations advantageous to advancing the WIF Mission, Strategic Plan, Programs, Development and Communications goals;
 - Oversee execution of partner activations in events & campaigns;;
 - Collect comprehensive list of potential partner benefits and standardize pricing.
 - Ensure all partnership benefits and commitments to partners are fulfilled to the highest standards;
- Developing effective Corporate Partner communication assets in coordination with Development and Communications team, including:
 - Annually, create / compile a compelling general WIF Corporate Partnership Deck and one-sheet;
 - Create and compile partnership decks and one-sheets for all events and campaigns that carry a corporate fundraising goal;
 - Ensure Corporate Partnership related web presence is effective, up to WIF Communications style standards, and includes current and relevant information;
 - Support Development and Communications team in Developing organization Annual Report;
 - Update standard Corporate acknowledgement letters, emails annually with current statistics and stories.
 - Compile and deliver Partnership Recaps to all Corporate Partners.
- Representing and advocating for Corporate Partnership program and partner needs, obligations, commitments, successes, challenges and opportunities through regular and efficient communication to supervisor, team and organization;

- Working with Development Manager and Communications team for digital (web, email, social media) needs and opportunities;
 - Working with Development Manager and Coordinator for database, calendar and project management tool needs and opportunities;
 - Working with Events team for event related needs and opportunities;
 - Working with Director, ED, and Executive assistant for ED and Board related needs and opportunities;
 - Communicating successes to solicitors supporting Corporate Partner.
- Serve as a valued and collegial member of the WIF Development team.
 - Participate in team, cross functional, all staff and board meetings as required or advantageous;
 - Support in developing overall Development team strategy and function;
 - Communicate respectfully and professionally and contribute to a healthy team workflow.

This is an exempt/Full-Time Year-Round position, Monday through Friday (though weeknight and weekend hours may be required) that reports to the Director of Development.

Salary Range: \$75,000-95,000. Benefits include medical, dental, 403B (retirement), vacation time, sick time and holidays.

Please send resume, cover letter via email only to jobs@WIF.org with “**Corporate Partnership Manager**” in the subject line of your email. No phone calls please.

Learn more about the organization at www.WIF.org

WIF is an equal opportunity employer. WIF strongly believes in the strength of diversity and therefore, actively encourages applications encouraging people of any race, color, sex, national origin, religion, age and ability to apply for positions.