

SHOES THAT FIT

Position Description

CORPORATE PROGRAM ASSOCIATE

Job Title: Corporate Program Associate
Reports to: Vice-President, Strategic Partnerships
Status: Non-Exempt

Shoes That Fit seeks a talented professional to join us in the position of Corporate Program Associate.

Key responsibilities: The Corporate Program Associate (CPA) supports the Vice President of Strategic Partnerships and Corporate Program Coordinator by coordinating and executing projects, events/activities and executing solutions in the areas of corporate partnership management, partnership communications, event management and community engagement.

Major responsibilities include:

- 1) Corporate Partner Coordination:
 - Execute partnership agreements and coordinate the corporate workflow in project management tool (currently Smartsheet).
 - Participate in day-to-day organizational flow for shoe deliveries and distribution.
 - Maintain primary day-to-day management of workflow as assigned to help steward relationships with partners.
- 2) Donor Communications:
 - Facilitate ongoing communication with Corporate Partners and prospects. Handle scheduling pre-delivery meetings, developing meeting agendas, and coordinating mutually beneficial dates for deliveries in order to effectively prepare necessary team members and corporate partners for each event.
 - Coordinate public relations outreach with PR firm as required.
- 3) Event Management
 - Coordinate with school staff and corporate partner volunteers.
 - Order shoes for event, label boxes, and arrange for cost-effective delivery to site.
 - Manage photography/videography and other in-event components.
 - Effectively execute and oversee the development and distribution of pre-event materials, such as run of show, schedule of events, etc.
 - Execute and oversee a signage plan for each event. This will include pre-event planning and post event analysis. It will be the responsibility of the CPA to maintain industry best practices.
- 4) Assist in developing, maintaining and distributing collateral material for corporate partners and prospects as necessary and as requested.
- 5) Research potential new corporate partner opportunities.

- 6) Provide team administrative support as needed including, but not limited to, scheduling meetings, conference calls, etc.

Qualifications:

- Bachelor's degree from four-year college or university and 1 to 3 years related experience and/or training, or equivalent combination of education and experience.
- Excellent attention to detail, organizational skills and ability to manage multiple tasks at once.
- Represents organization in a professional and friendly manner.
- Proficiency in Microsoft Suite (Word, PowerPoint, Excel; experience in Publisher is preferred).
- Must be a self-starter, yet able to work as a team player and take on other projects, as needed.
- Experience with CRM (Salesforce preferred)
- Experience managing volunteers is helpful, but not required.
- Experience working in a non-profit environment preferred.
- Ability to travel nationwide, including some weekends for shoe delivery events in support of preparing and executing Corporate Partnerships deliveries and Marketing initiatives as directed and pre-approved by the Vice-President.
- Sense of humor and love of children, required!

Compensation: \$18/hr. We offer a comprehensive and competitive benefits package.

To Apply: *Email a cover letter indicating your interest in and qualifications for the position, along with your resume, to admin@shoesthatfit.org.* No phone calls, please.