



**Committee Encouraging Corporate Philanthropy
Member Relations Specialist
New York, New York**

Organization Overview

The Committee Encouraging Corporate Philanthropy's (CECP) mission is to lead the business community in raising the level and quality of corporate philanthropy. Co-founded in 1999 by actor/philanthropist Paul Newman, John C. Whitehead, and Peter L. Malkin, the organization has grown to prominence with an invitation-only membership of over 150 CEOs and chairpersons leading Fortune 500 and Global 500 firms, including: GE, IBM, Johnson & Johnson, JPMorgan Chase, PepsiCo, Pfizer, Target, Dow Chemical, Time Warner, Verizon, Walgreen, Nokia, Best Buy, and Goldman Sachs. With a budget of \$1.5 million, CECP helps advance best practices in corporate philanthropy by publishing research, providing forums for members to discuss emerging trends and implementation strategies, and working with national media to spotlight exceptional corporate philanthropic initiatives. Website: CorporatePhilanthropy.org.

CECP's highly-engaged Board of Directors includes:

- Daniel L. Doctoroff, President, Bloomberg
- Jay S. Fishman, Chairman and CEO, The Travelers Companies, Inc.
- Timothy P. Flynn, Chairman, KPMG LLP
- Klaus Kleinfeld, President and CEO, Alcoa Inc.
- Rochelle B. Lazarus, Chairman, Ogilvy & Mather Worldwide
- Terry J. Lundgren, Chairman, President and CEO, Macy's, Inc.
- Edward B. Rust, Jr., Chairman and CEO, State Farm
- Sanford I. Weill, Chairman Emeritus, Citigroup Inc.
- John C. Whitehead, Former Deputy Secretary of State; Former Co-Chair, Goldman Sachs & Co.

Position Description

The Member Relations Specialist will serve as the primary liaison between CECP and giving professionals at member and prospect companies. The purpose of this outreach is twofold: 1) to proactively create a personal relationship between CECP and its members in order to better understand their needs and concerns, providing a high level of customer service in return for membership; 2) to act as an 'internal consultant' to CECP's entire staff, sharing insights inspired by customer and prospect meetings to inform the development of CECP programming throughout the year. Reporting to the Director, the Member Relations Specialist will also be responsible for the design and execution of CECP's events for giving officers (ranging from webinars to CECP's annual Summit), as well as any materials connected to welcoming new members and attracting prospects to join CECP. The following abilities are crucial to making the most of this exciting career opportunity: connecting easily with people via email, phone, and in-person; designing compelling agendas for in-person and virtual meetings that are non-redundant with other offerings in the industry; flawless project management and event execution; and translating findings from customer meetings into practical recommendations for CECP's programming.

Responsibilities

The ideal candidate will quickly master the following specific duties:

Understand and Represent Giving Officer Needs. The fulfillment of CECP's mission depends heavily on its ability to perceive and anticipate the needs of corporate giving professionals. CECP is seeking an individual to meet with giving professionals to solicit their concerns, best practices, ideas, and advice on issues relevant to the Committee's mission. The Member Relations Specialist will aggregate and interpret feedback from this constituency and serve as an 'internal consultant' to inform CECP programs and projects such as research, training, and new member recruitment. In this way, the Specialist must also have a very clear understanding of the programmatic needs and priorities of CECP staff, and present information and recommendations in a format that is actionable.

Manage the Corporate Philanthropy Summit. Using insights gained from building close client relationships, the Member Relations Specialist will design the agenda for CECP's annual Corporate Philanthropy Summit. This Summit is rated one of the top events each year for corporate giving professionals. The Summit convenes over 250 leaders in the field from the world's largest companies, providing a forum to discuss the important trends, success stories, and other issues affecting corporate philanthropy. The Member Relations Specialist will also be charged with all execution details related to the event, including vendor management, speaker coordination, managing budgets, program logistics, volunteer recruitment, in-house printing, and all related project management.

Design Regional and Virtual Events. As not all members are able to attend CECP's events in New York City, the Member Relations Specialist will design a series of regional and virtual events for member and prospect companies. The Specialist will design all content for these events, moderate and/or secure speakers, coordinate execution details, and be responsible for event promotion and follow-up.

Create Member Resources. CECP member companies vary widely as to the size of their budgets, the number of corporate giving and foundation staff, and the degree of alignment between their philanthropic strategy and larger business goals. The Member Relations Specialist will recommend a meaningful segmentation of members and craft specific resources that advance the practice of giving at member companies to "meet them where they are." This will include refining CECP's "New Member Welcome" process and leading its implementation. Further, the Member Relations Specialist will take the lead in coordinating and delivering all follow-up on items discussed during his/her meetings with CECP's members.

Prospect Development and Sales. As an expert in CECP's offerings, the Member Relations Specialist will represent the organization at conferences and seek to inspire non-member corporations to join CECP. The Specialist will also follow-up with any contacts generated by other CECP staff, as well as contacts from prospect lists (such as "Best Places to Work", etc).

Job Significance

CECP's mission to raise the level and quality of corporate giving can only be fulfilled if giving officers at the Committee's member companies are engaged, and if CECP's research and events are well-tailored to their needs and concerns. By working closely with giving officers at Fortune 500 companies to understand their day-to-day issues, the Member Relations Specialist is positioned to become a high-visibility, trusted figure in the field of corporate giving. Over time, the Specialist can expect to develop a reputation as an authority on best-practices, challenges, and case studies on corporate philanthropy. This position is an exceptional career fit for a candidate with long-term ambitions in philanthropy-related or nonprofit consulting, professional grant-making, and/or nonprofit administration. This position provides unparalleled relationship-building with leading-edge thinkers and practitioners in community investment from the government, nonprofit, academic, and business sectors.

Qualifications:

- Experience in developing and managing client relationships, and responding in a high-quality manner to customer requests.
- Knowledge of the key issues in the corporate philanthropy field, as well as the other industry organizations providing support to corporate grantmakers.
- An advanced degree in business, public policy, or public administration.
- Outstanding analytical acumen and the ability to translate anecdotal data into compelling and relevant resources, tools, frameworks, and trends.
- Excellent writing skills and advanced project/vendor management.
- A commitment to excellence and accuracy, with an ability to manage multiple and competing priorities simultaneously.
- A passionate commitment to the role of corporate philanthropy in enabling the important work of nonprofit organizations.
- A motivated self-starter with the capacity to work independently while contributing to team projects as appropriate.
- Tact and poise suitable for working with senior corporate executives, coupled with a roll-up-your-sleeves, solutions-oriented attitude fitting a small, entrepreneurial nonprofit organization.
- 30-40% travel required, primarily within the United States.
- A sense of humor, a positive can-do attitude, and the humility to regularly incorporate the feedback of others into work processes.

To Apply

Please email the following to jobs@corporatephilanthropy.org with your first and last name only in the subject line:

- Cover letter clearly outlining your interest in, and qualifications for, this specific position. Please include your salary history and how you learned of this position.
- Résumé
- One writing sample. Note that only the first 2-5 pages will be reviewed. Please do not send PowerPoint presentations in lieu of writing samples.

The Committee Encouraging Corporate Philanthropy is an Equal Opportunity Employer. CECP cannot support candidates lacking the proper authorization to work in the United States.