



Corporate Partnership Development Associate

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

The Corporate Partnership Development Associate will focus on cultivating relationships with businesses and corporations to secure sponsorships, donations, and strategic partnerships for Tubman. This role offers valuable experience in corporate fundraising, business development, and relationship management within the nonprofit sector.

Impact & Benefits

- Cultivate relationships with businesses and secure sponsorships, donations, and partnerships, providing critical support for fundraising initiatives
- Help diversify revenue streams, expand Tubman's network, and increase corporate engagement in philanthropy
- Gain experience in corporate fundraising, business development, and relationship management
- Develop skills in sales, negotiation, and strategic partnership building
- Build a professional network and gain exposure to corporate social responsibility practices
- Contribute to advancing the organization's mission while enhancing personal and professional development

Position Responsibilities

- Research and identify potential corporate partners aligned with Tubman's mission and values
- Assist in the development of sponsorship packages and proposals tailored to the needs and interests of corporate prospects
- Coordinate outreach efforts to businesses, including cold calls, emails, and meetings with company representatives
- Collaborate with internal teams to fulfill sponsorship commitments and ensure successful partnership activations
- Maintain accurate records of corporate interactions and partnership agreements in Tubman's database

Qualifications & Expectations

Position Qualifications

- Pursuing a degree in business, marketing, or a related field
- Strong communication and interpersonal skills, with the ability to engage with corporate stakeholders effectively
- Excellent organizational skills and attention to detail
- Ability to work independently and collaboratively in a fast-paced environment
- Interest in corporate social responsibility and philanthropy

Time Commitment & Availability

- 10 hours/week minimum; remote or hybrid
- Must have some daytime weekday availability

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.



Supervision & Training

- Supervised by the Director of Development
- Attend Tubman's Orientation and Training Series

Organization

Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. www.tubman.org

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