

## Friends of Trees Position Description

<b>Job Title:</b>	Corporate & Business Relations Specialist
<b>Status:</b>	Regular, exempt, full-time
<b>Supervisor (position):</b>	Development & Communications Director
<b>Positions Supervised:</b>	None
<b>Salary:</b>	\$34,000 – \$37,000 annually
<b>Benefits eligibility:</b>	Full benefits package including fully paid health and dental care; exceptional holiday, vacation and sick time.
<b>Hours:</b>	Fairly flexible, full-time. Some evenings and weekends required; many Saturdays required October – May.

Friends of Trees is seeking a Corporate & Business Relations Specialist to help achieve our mission of bringing people together to plant and care for city trees and green spaces.

Friends of Trees recognizes that not everyone has equal access to the benefit of trees. As a community-driven organization we foster an atmosphere of inclusion and support so that we continue to build and preserve places that are safe and healthy for all. We accomplish this through authentic community conversation, unique partnerships, relevant programming, and attracting and retaining diverse staff and supporters.

Friends of Trees, founded in 1989, is in its 28th season of organizing community tree planting and tree care events in the Portland Metro area. For more information, please see our website: [www.friendsoftrees.org](http://www.friendsoftrees.org)

### Qualifications:

Strong candidates will have:

- Demonstrated experience cultivating and securing donations from corporations and businesses.
- Demonstrated experience managing events.
- Excellent interpersonal skills.
- Excellent organizational and time management skills.
- Strong writing skills.
- Proven ability to exercise initiative while working collaboratively and as part of a team.
- Ability to effectively juggle and re-prioritize tasks and responsibilities as needed.
- Strong working relationship with MS Office; database; publications software.
- Experience using Facebook, Twitter and other social media platforms in a business environment.
- A positive, flexible attitude and a sense of humor.
- Passion for our mission.

### Description of Duties:

The Corporate & Business Relations Specialist will help pursue, secure, maintain and grow corporate and business support for Friends of Trees. The Specialist will also play a lead role coordinating Friends of Trees' annual Leadership Awards event; and in implementing external communications, especially as related to corporate and business donors. This position is in the office, out in the community, and sometimes in the field networking with sponsors, donors and other partners.

### Corporate and Business Relations

With support from the Development Director and Executive Director, develop strategies, programs, and systems to grow corporate and business contributions:

- Maintain and grow existing corporate/business partnerships.
- Research, develop, and secure new corporate and business partnerships in FOT's Portland Metro, SW Washington, Salem and Eugene service areas.
- Ensure fulfillment of sponsor benefits; create and implement consistent, creative and valued appreciation activities.
- "Host" sponsors at weekend planting events; interact with sponsors and potential sponsors externally as opportunities are available.
- Responsible for all related data entry and reporting, and donation acknowledgements. Maintain accurate and complete records of corporate transactions and communications. Prepare regular reports on all campaign activities.

- Coordinate and staff outreach events to maintain and pursue relationships with sponsors and potential sponsors.
- Appropriately respond to frequent inquiries and requests from current and potential business donors.

### **Event Coordination**

With support from the Development Director and Development Assistant, take the lead in coordinating all aspects of the annual Friends of Trees Leadership Awards event, including:

- Secure venue, menu.
- Create and execute invitation list.
- Coordinate donor, sponsor, partner attendance.
- Work with marketing contractor to create invitation.
- Develop program and secure necessary elements (e.g., video; speakers).
- Create appropriate seating chart.
- Other duties as required.

### **Communications**

- Social media: Post to Facebook, Twitter and Instagram per schedule and as related to corporate and business donors and as otherwise directed.
- Contribute to, and sometimes take the lead on, monthly e-newsletter.
- Maintain FriendsOfTrees.org pages related to corporate and business donors.
- Regularly update and post seasonal planting calendar which includes sponsor participation.
- Help assess and evaluate success of communications efforts.

### **General Staff Duties**

- Interested in learning and growing with an organization that prioritizes equity, diversity and inclusion.
- Responsible for own administrative support (data entry, donor acknowledgements).
- Submit reports to supervisor as requested.
- Attend staff meetings and retreats.
- Submit accurate record of time expenses to office manager at end of month.
- Help keep office workspace, tools, tool room and work vehicles in good condition.
- Other duties as assigned.

Work is performed typically in an office environment, sitting at a computer screen for extended periods with frequent phone use. Operates standard office equipment (computer, copier, printer) on a daily basis. Occasionally walks throughout the facility (out-buildings and office) to communicate with staff, check on the status of projects, etc. May lift, move and carry objects 20 to 40 pounds, such as boxes containing office supplies and other materials. Requires walking up and down stairs. Requires crouching, standing, bending, kneeling and reaching while performing tasks. Requires attendance at, and active participation in, two- to three-hour volunteer tree-planting events, involving lifting, bending, kneeling, crouching, shoveling, standing, walking.

Personal vehicle or regular access to one required. Must have a safe driving record, valid driver's license, current vehicle insurance and the willingness to occasionally use a personal vehicle for FOT business (mileage reimbursement provided). Occasionally works outside of normal working hours and may work a flexible schedule for special events.

### **To apply:**

Email resume and one-page cover letter (as one PDF file) to [jobs@friendsoftrees.org](mailto:jobs@friendsoftrees.org) by 5 p.m. June 26, 2017. No phone calls, please. Strong candidates may be contacted before position close date. Candidates invited to interview will be contacted by July 7.

Friend of Trees provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identification, national origin, age, disability or genetics.