

Little Free Library Corporate Partnership Manager

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Job Summary:

Implement both short and long-term strategies to increase corporate partnerships and product purchases (strategic philanthropy, sponsorship, cause marketing, corporate events) that support Little Free Library programs and initiatives. Identify, qualify, cultivate, solicit, and steward corporations and non-profit organizations whose interests, needs and priorities align with Little Free Library solutions. He/she will close transactions and coordinate delivery with Little Free Library product, customer service and finance teams and Little Free Library suppliers. To the extent that fulfillment requires an offsite presence, he/she will represent Little Free Library and coordinate all implementation. Proactively work as a member of the Little Free Library team to identify new opportunities and product and program enhancements to secure partner engagement and revenues.

Key Responsibilities:

- Plan and deliver the annual revenue goals for Little Free Library including installation sponsorships, build events, and institutional/corporate sales.
- Actively prospect for new relationships and manage a pipeline of prospects, proposals and opportunities.
- Develop and implement strategies to raise Little Free Library's profile with perspective corporate and institutional supporters.
- Coordinate, shepherd and/or execute tasks required for institutional and corporate transactions insuring successful delivery within agreed upon budgets, timelines and quality standards. Take corrective action if necessary. Lead and deliver offsite activity as necessary.
- Develop innovative proposals that align prospects' corporate or institutional goals with Little Free Library solutions and programs.
- Work with marketing communications to develop collateral materials and other tools to help communicate partner benefits to target audiences.
- Manage inbound inquiries from corporations and institutions in coordination with Little Free Library customer service.
- Plan and execute Little Free Library's participation in events, conferences and conventions that match Little Free Library partner, strategic and/or revenue goals. Manage Little Free Library participation within budget.
- Identify, in coordination with the Little Free Library Program team, new opportunities to create fundable events, activities and/or sponsorships.
- Develop new strategies to evolve single transactions into ongoing program support for Little Free Library.

- Provide regular reporting as necessary to keep the Little Free Library staff apprised to all existing and potential resource commitments (product and staff time) to deliver on pipeline opportunities (signed and potential).
- Represent Little Free Library as necessary at public and partner events.
- Manage, in coordination with Executive Director, corporate and non-profit partnerships that have ongoing, long-term agreements.
- Proactively work to assure positive and effective team functioning. Facilitate open, clear communications among team members.

Required Skills & Characteristics

- Bachelor's Degree or appropriate work experience.
- 3 or more years of front-line fundraising, business development and/or sales experience.
- Excellent communication skills, both written and oral, with the ability to connect with a variety of audiences including Little Free Library board members, corporate funders, staff and program participants.
- Skilled in using the latest office automation tools (MS Office products) and welcoming of new tools to get work done.
- Ability to think strategically and to create, execute and evaluate institutional and corporate revenue generation plans.
- Strong quantitative skills, with the ability to create plans, budgets and manage to them.
- Excellent negotiation skills.
- An entrepreneurial approach to work. Willing to take responsible risks to improve performance and willing to take a hands on approach to execution. Proactive with a bias toward action. A creative problem solver.
- An ability to multi-task is paramount. The position requires the ability to be flexible, shift as circumstances warrant, while still delivering on annual objectives.
- Ability to work independently and meet deadlines with little supervision.
- Passionate about literacy and being part of an organization to address it.
- Ability to work and lead in a matrixed, fast-paced, team-oriented environment.
- Flexibility for travel and evening or weekend hours.
- Valid driver's license and access to own car for local travel.

Physical Requirements:

- Regular travel expected
- Flexible work location with appropriate remote office environment and mutually agreed upon in-office scheduling
- Ability to lift 35 - 50 lbs. to assist in events and shows.