

Partnership Engagement Coordinator Job Description

Miles Perret Cancer Services

Miles Perret Cancer Services (MPCS) is seeking a self-starting Partnership Engagement Coordinator to strengthen relationships between our organization and community stakeholders. This position plays a critical role in our organization's fundraising efforts by seeking sponsorships and in-kind donations.

The Partnership Engagement Coordinator reports directly to the Advancement Director.

Key duties Include:

- **Setting and meeting seasonal fundraising goals through corporate and individual sponsorships for Games of Acadiana, Camellia Crossing, and Change for Miles,**
- **Developing and maintaining relationships with event sponsors, donors, and community partners,**
- **Overseeing the use of a CRM platform used for tracking donor relations,**
- **Stewarding donors with consistent communication, recognition, and engagement pre, during, and post events,**
- **Collaborating with the Advancement team to identify, cultivate, and expand sponsorships and donor opportunities,**
- **Other duties as assigned by the Advancement Director.**

Requirements:

- **Bachelor's degree in Communications, Public Relations, Business Administration, or a related field or equivalent professional experience.**
- **Minimum 1-3 years of experience in fundraising/donor management.**
- **Must have reliable transportation and the ability to travel locally for meetings, events, and media opportunities.**
- **Flexibility to work evenings or weekends when necessary.**

Skills:

- **Strong communication skills,**
- **Excellent organizational skills with the ability to follow through on a task,**
- **Attention to detail,**
- **Ability to work autonomously and as part of a team,**
- **Proficiency with technology,**

- **A passion for nonprofit work and a commitment to the mission of Miles Perret Cancer Services.**

Interested applicants can submit their resume via email to advancement@milesperret.org.