



## JOB DESCRIPTION

<b>Name:</b>	<b>Position Title: Corporate and Partnership Manager</b>
<b>Department: Fund Generation Office</b>	<b>Reports to: Fund Generation Director</b>
<b>Direct Reports:</b>	<b>Location:</b> NHQ
<b>Purpose Statement</b>	
Devise, recommend and implement programs that intensify linkages, networking and partnership with corporations, associations, organizations and institutions both public and private. Supervises and manages the staff, volunteers and transactions in the Corporate Partnership Unit which part of the Fund Generation Department	
<b>Key Result Area:</b>	<b>Duties and Responsibilities:</b>
A. Corporate Partnership	<ul style="list-style-type: none"> <li>• Coordinates with Red Cross services in developing plans and strategies to further promote the Philippine Red Cross programs and services and encourage partnership with corporations, associations, organizations and institutions</li> <li>• Develops and designs marketing strategies to promote and encourage corporate donors to be involved in Red Cross</li> <li>• Develops and/or plans promotions and/or line-ups that are vital for donor recruitment or that corporations, associations, organizations and institutions may take advantage of in exchange for their pledges for donations</li> <li>• Monitors and evaluates devised programs and promotions for further improvements especially in ensuring corporate partners' satisfaction of the services provided</li> <li>• Establish and maintain partnership agreement among corporate donors</li> <li>• Devises and/or develops and continuously updates donor retention strategies as well as donation acknowledgement programs and processes</li> <li>• Ensures that all donors and donations are being recognized or acknowledged promptly</li> <li>• Ensures that all donations are properly accounted</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertakes a continuing research on updates and trends of corporate social responsibility and links it with the current programs of the different services as well as the support units of PRC</li> <li>• Determines corporate social responsibility schemes of the different institutions or organization and develops and proposes tailored-fit programs that these institutions or corporations can take advantage of</li> <li>• Represents the organization during MOA and/or appointments with partner corporations, institutions and/or organizations</li> </ul>
<p><b>B. Events</b></p>	<ul style="list-style-type: none"> <li>• Researches, develops and/or designs programs and/or events that could help increase resources</li> <li>• Coordinates with agencies, LGU and corporations and/or institutions for project implementation and or possible linkage with their existing or upcoming events</li> <li>• Participates in the development of the terms and conditions of contract between organizers and PRC and ensures that PRC gains out of the project implemented</li> <li>• Establish and maintain partnership agreement among corporations and/or agencies</li> <li>• Ensures that all donors and/or participants are being recognized or acknowledged promptly</li> <li>• Represents the organization during MOA and/or appointments with partner corporations, institutions and/or organizations</li> <li>• Ensures that all donations are properly accounted and that PRC is able to receive what is due to PRC according to the terms and conditions initially agreed</li> </ul>
<p><b>C. Management</b></p>	<ul style="list-style-type: none"> <li>• Annually develops the unit goals and ensures that it is aligned with the strategic direction of the organization</li> <li>• Evaluates the individual and team's performance and provides feedback to ensure that the unit goals are being achieved</li> </ul>

	<ul style="list-style-type: none"> <li>• Devise effective and efficient task structure of the Corporate Partnership and Events Unit staff and continuously monitor their workload to ensure that outputs are delivered on time and the quality of work is not compromised</li> <li>• Ensures that all subordinates follow the PRC policies and regulations</li> <li>• Attends executive meetings</li> <li>• Participate in the development of the organization’s strategic direction</li> <li>• Orients and/or trains new hired staff with the culture and processes of the Corporate Partnership and Events Unit</li> <li>• Proposes and maintains the annual budget of the unit</li> <li>• Prepares and submits the monthly and/or annual report of the unit to the Director for Fund Generation</li> <li>• Performs other duties and responsibilities delegated by the Director for Fund Generation within his or her capacity and Philippine Red Cross Mandate</li> </ul>
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**JOB SPECIFICATIONS**

**Qualifications/Minimum Education: Bachelor’s degree in Business Management and other related courses**

<p><b>Personal Qualities and Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to manage multiple tasks</li> <li>• Collaborates with team members to achieve shared outcomes</li> <li>• Flexibility and a willingness to contribute outside standard office hours</li> </ul>	<p><b>Work Experience:</b></p> <ul style="list-style-type: none"> <li>• Must have at least three (3) years managerial experience on related field</li> <li>• Must be knowledgeable in basic computer functions and Microsoft applications</li> <li>• Must have experience in fund generation or program development</li> </ul>
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<p><b>Equipment Used:</b> Computer, scanner, printer, copier, and telephone</p>	<p><b>Working Environment:</b> Office Based and Field Based</p>
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**Key Contacts:** PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, International Partners

**Core Values: Focused, Fast, Friendly, Flexible, and Forward Looking**

**All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.**

Position Holder

Immediate Supervisor’s Name

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Signature over Printed Name and Date

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Signature over Printed Name and Date