



## 16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

<b>POSITION:</b>	<b>Director of Corporate Giving &amp; Sponsorship</b>
<b>STATUS:</b>	Exempt
<b>ORGANIZATION:</b>	16 Tech Community Corporation
<b>REPORTS TO:</b>	VP of Brand Strategy

### ORGANIZATION OVERVIEW

The 16 Tech Innovation District is a growing destination for innovation and entrepreneurship and a driver of the tech enablement of the life-sciences and advanced manufacturing industries key to Indiana's economy. Connected to diverse neighborhoods in downtown Indianapolis and intentionally resourced with facilities and programs to foster innovation, 16 Tech is home today to three buildings with 200+ innovation related entities that employ more than 800 people. Over the next ten years, 16 Tech is projected to grow to 13 mixed-use buildings and create 3,000+ jobs.

The nonprofit 16 Tech Community Corporation is responsible for the physical and programmatic development of the 16 Tech Innovation District. 16 Tech Community Corporation's mission is to create an inclusive innovation community for Indianapolis, and its role as an entrepreneurial service organization and workforce partner contribute directly to the value proposition of the district. 16 Tech seeks team members who are motivated by and embody its values:

- **Innovation and entrepreneurship:** We believe innovation is vital.
- **Personal Connection:** We believe places bring people together.
- **Inclusivity:** We believe everyone can be an innovator.
- **Collaboration:** We believe collaboration is a winning strategy.
- **Community:** We believe it's important to be good neighbors.

16 Tech Community Corporation is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

### POSITION OVERVIEW

The Director of Corporate Giving & Sponsorship is responsible for expanding 16 Tech's donor base and growing philanthropic revenue by cultivating corporate donors and developing one-of-a kind onsite branding and naming opportunities. This position will work under the direction of the VP of Brand Strategy, with regular interaction with the CEO, to identify, solicit and maintain sponsor and donor relationships, as well as craft and execute related projects.

## **ESSENTIAL FUNCTIONS**

### **Sponsorship Development & Management**

- Build out and execute annual sponsorship programs for 16 Tech leveraging its unique programs and spaces to create meaningful donor opportunities.
- Identify and manage donor recognition benefits, including inventory of onsite branding opportunities including naming of conference rooms, etc.
- Responsible for corporate lead generation and qualification including identification and solicitation of potential sponsors outside of the Indianapolis market (statewide, regional and national brands).
- Manage full life-cycle of sponsor relations including cultivation, follow-up (written and verbal), proposal writing, gift acknowledgement and donor engagement and retention.
- Understand market and specific donor needs, developing benefit packages that align with donor interest.
- Manage internal processes, working with 16 Tech marketing, programming, and events departments to identify sponsorship opportunities and deliver sponsorship benefits.
- Create and manage sponsorship renewals including meetings, outreach, etc.
- Serve as project manager for key 16 Tech partner opportunities and sponsorships, helping to coordinate and facilitate benefits for 16 Tech brand (ie tickets, speaking engagements, etc).

### **Funds Development Strategy & Philanthropic Reporting**

- Assist CEO's broader fundraising efforts, including identification, research, and coordination of philanthropic donors and potential grant opportunities.
- Build infrastructure for expansion of 16 Tech's philanthropic efforts, including processes and tools to track, manage and report key sponsorship and philanthropic metrics and data including pipeline and progress towards goals.
- Track and manage sponsor/grant reporting deadlines working with 16 Tech's internal team and external partners as needed.
- Assist in reporting and tracking 16 Tech in-kind donations (\$1M annually) to support community partners.
- Support grant writing and grant reporting efforts as needed.

### **Other**

- Coordinate with Director of Events for special events and fundraising activities.
- Champion a culture of philanthropy across the organization and seek creative ways to leverage 16 Tech's physical spaces to create awareness of funding needs.
- Other duties as assigned.

## **SKILLS & EXPERIENCE**

- Proven track record of fundraising success especially soliciting and managing corporate donors and sponsorships in nonprofit or for-profit settings.
- Strong relationship builder, comfortable convening small and large groups.
- Exceptional written, verbal, and interpersonal communication skills.
- Proactive problem solver and critical thinker with excellent planning, coordination, and organizational skills.
- Ability to adjust to shifting priorities, demands, and timelines.

**QUALIFICATIONS & EDUCATION**

- Minimum of 5-7 years of relevant experience preferred, specifically in sponsorship development, fundraising, and/or donor management.
- Bachelor's Degree preferred, or equivalent of education, training and experience.

**DETAILS**

To apply, please submit a cover letter and resume to [careers@16tech.com](mailto:careers@16tech.com). Applications will be reviewed and interviews will be conducted on a rolling basis.

More information is available at <https://www.16tech.com/>