

JOB ANNOUNCEMENT

Director of Corporate Partnerships

Compensation: Full time salary position. The range for this position is \$60,000 to \$70,000. Based on experience.

Work Location: Remote position with 50 - 75% regional travel. Access to our office at 660 Mauldin Rd Suite 108, Greenville, SC 29607. Applicants must live in Upstate, SC.

Reports to: Deputy Executive Director

Start date: March 15, 2026, Open until filled

Background

We are a 501(c)(3) nonprofit organization that transforms the community by planting, promoting, and protecting trees at parks, schools, and neighborhoods in Upstate South Carolina. Much of our work is in low-to-moderate income areas where residents do not yet have a healthy and vibrant tree canopy. We are in search of an exceptional fundraising and community relations professional to join our growing team.

Job Summary

Reporting to the Deputy Executive Director, the Director of Corporate Partnerships will increase the visibility of TreesUpstate by managing TreesUpstate's relationships with corporations (40%), corporate and private foundations (40%), and community and government leaders/stakeholders (20%). This is a hybrid/remote position with access to our centralized headquarters in Greenville and will require 50 - 75% paid travel throughout Anderson, Greenville, Pickens, Oconee, and Spartanburg Counties. The Director is actively engaged in working to establish long-term partnerships and strengthen existing relationships with private and public sectors, as well as other key partners that will result in funding for the immediate and long-term goals of TreesUpstate.

Essential Duties and Responsibilities

- Identify, engage, and secure support from corporations, foundations, community, and local governmental partners.

- Assure that all corporate and foundation donors are stewarded for their gifts and that strong relationships are maintained.
- Conduct prospect research to identify new potential foundations and corporate partners for TreesUpstate's Turkey Day Run, planting events, and Tree Giveaways.
- Build and manage a portfolio of 100 foundation, corporate partner, and community leaders and serves as a primary partner to the Executive Director, Deputy Executive Director, and Executive Counsel & Turkey Day Run Race Director to build a strong prospect pipeline.
- Identify five and six-figure grant opportunities and prepare compelling proposal ideas that align with foundation priorities and motivate investment in TreesUpstate's mission.
- Provide support for special projects such as corporate planting events and our Turkey Day Run, the largest race in the Upstate and third largest in the state of South Carolina.
- Maintain a rigorous schedule of contacts with institutional representatives, creating moves management plans related to them, compelling presentations, and comprehensive fundraising proposals.
- Monitoring and assisting the fulfillment of institutional obligations and reporting requirements to funders.
- Monitors and maintains the inventory of printed and online materials needed at special events.
- Collaborates with the Marketing department to ensure that corporate marketing deliverables are timely and fulfill terms of partnerships.
- Support and work closely with Board Members and the Marketing and Development Committee to identify, cultivate, and solicit their contacts.
- Assists the grants coordinator(s) to seek and identify resources for program development, delivery, and sustainability, including federal, state, and local government and private grant and foundation support and other external funding opportunities.
- Participates in local, state, and regional workshops, conferences, and meetings.

Competencies

- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in corporate and foundation fundraising techniques required.
- Demonstrated ability in proposal writing at appropriate levels for varied proposal development.

- Demonstrated knowledge of methods, practices, and procedures for obtaining information about the giving or fee for work programs of corporations, foundations, and municipalities.
- Self-motivation and discipline to regularly set and achieve fundraising goals.
- Excellent organizational, interpersonal, and networking skills with community groups as well as with individuals are essential.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Ability to initiate and build relationships with prospective corporate, foundation, and community stakeholders and interact via telephone and in person with institutional representatives. Knows how to find the decision makers and close deals.
- Demonstrated ability to take primary responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision.
- Demonstrated record of success in generating commitments from corporations, foundations, community groups, and municipalities.
- Familiarity with federal rules and regulations as pertains to the administration of federal grant awards.
- Strong written and verbal communication skills.
- Ability to communicate effectively with all levels of management, boards, and staff as well as external individuals and groups.
- Attention to detail and strong follow-through.
- Sound judgment and integrity.
- The initiative, enthusiasm, and credentials, to gain the respect of all levels of constituents.
- Exceptional personal communication and relationship building skills, including listening, oral and written communications; and ability to gather and share ideas among diverse groups.
- Innovative networking skills necessary to locate and secure outside funding.
- Keen organizational skills and project management skills.

Education and Experience

Bachelor's degree OR equivalent experience in development or comparable field preferred.

10+ years' experience in development/nonprofit management and/or corporate sales.

Application Instructions:

If interested in applying, email a cover letter and resume to Kelly Byers, TreesUpstate Deputy Executive Director, kbyers@treesupstate.org. Please do not call.

Please include Director of Corporate Partnerships in the subject line.

TreesUpstate affirms that inequality is detrimental to our staff, volunteers, and the communities we serve. We support a diverse and inclusive workplace where employees excel based on personal merit, qualifications, openness to learn, integrity, and job performance.