

# Job Description



**JOB TITLE:** Senior Manager of Corporate Relations  
**Reports To:** Chief Development Officer  
**Last Updated:** 04/27/2026  
**Status & Salary:** Full-Time Exempt: \$62,000-\$72,000/year; based on applicable skills & experience.

## SUMMARY OF ROLE

The Senior Manager of Corporate Relations is responsible for cultivating, stewarding, and growing relationships with corporate partners that support Ronald McDonald House Charities of Richmond (RMHC Richmond) through volunteering, in-kind donations, corporate giving, sponsorships, and grants. This position serves as the primary point of contact for McDonald's restaurant partners and corporate partners, ensuring a seamless, meaningful, and mission-aligned engagement experience.

The Senior Manager of Corporate Relations works closely with McDonald's - RMHC Richmond's founding mission partner - to strengthen engagement with local owner/operators, drive fundraising, and community awareness. Reporting to the Chief Development Officer, this role is critical to advancing sustainable corporate support and deepening long-term partnerships.

All RMHC employees are expected to embrace our **Values** of:

- We lead with compassion
- We are deeply respectful
- We act with integrity
- We are firmly committed

## ESSENTIAL DUTIES

include but are not limited to:

1. Manage a portfolio of corporate prospects, developing and executing customized engagement strategies to secure gifts to support growing the annual budget.
2. Overseeing qualification, cultivation, solicitation, and stewardship of corporate engagement including giving, sponsorships, grants, volunteering, and in-kind support.
3. Qualify new *Compassionate Companies* to strengthen the pipeline of corporate support.
4. Cultivate long-term, mutually beneficial relationships through regular communication, stewardship, impact reporting, and recognition across Development and Program Teams.
5. Work collaboratively with the Development Team along with the Volunteer Services Manager to manage off-site and on-site corporate volunteers, along with the VCU Concessions partnership.
6. Maintain donor records and contact reports to ensure proper data management.
7. Identify corporate grant opportunities and collaborate with the Development Team on proposal development and reporting.
8. Manage corporate sponsorships tied to events and campaigns, including fulfillment of benefits and partner recognition.
9. Work collaboratively with the Special Events Manager, Director of Marketing, Volunteer Services Manager, and other Development Team staff to ensure a cohesive and integrative approach to corporate relations.
10. Track deadlines, deliverables, and reporting requirements related to corporate contributions.
11. Prepare reports, proposals, and impact summaries for corporate partners and internal stakeholders.

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12. Serve as a representative and ambassador of RMHC Richmond at corporate events, Synapse networking opportunities, and engagements.
13. Serve as the primary point of contact for all McDonald's restaurant owner/operators supporting RMHC Richmond and the SVA Business Unit to strengthen relationships and increase revenue through Round-Up and other special fundraising promotions.

## KNOWLEDGE, SKILLS & ABILITIES

- Flexible, collaborative, curious, and capable of coordinating multiple tasks simultaneously.
- Exceptional interpersonal and communication skills, verbal and written, with an ability to actively listen, relate to, and pave a smooth path to maintain the long-term trust and partnership of our donors and each other.
- Self-motivated, with a dedication to keeping up-to-date professionally and technically, applying new knowledge to the job and sharing with team members.
- Effective in being proactive with problem solving, centering our donors' needs and wants in all aspects of the job.
- Ability to exercise good judgement and hold oneself and others to a high standard of ethics.
- Authentically leans into Inclusivity and Diversity values.

## MINIMUM QUALIFICATIONS

- Bachelor's degree required.
- 3-5 years' experience in nonprofit development, fundraising operations, or program support.
- Passion for the mission of RMHC Richmond and a deep commitment to supporting families with children facing medical challenges.
- Access to reliable transportation.
- Computer skills, with working knowledge of the primary Microsoft Office programs.
- Ability to successfully pass a background check and other pre-employment screening.

## ADDITIONAL DESIRED QUALIFICATIONS

- Prior experience with public speaking preferred.
- Budget management and tracking preferred.

## PHYSICAL REQUIREMENTS

includes but are not limited to:

- Able to talk and hear, both in person and by phone.
- Able to use hands and fingers in a manner that allows for use of a keyboard and phone.
- Vision abilities required by this job include close vision.
- Able to lift & carry items up to 10 lbs.
- Able to work on a computer for extended periods of time.

## EMPLOYEE ACKNOWLEDGMENT

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Print

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Signed

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Date