



**Manager, Corporate Relations
Alberta Division**

Permanent full time

The Multiple Sclerosis Society of Canada is an international leader in providing innovative services for people with MS and their families and advancing research into the cause and cure of multiple sclerosis.

Reporting to the Director of Development, the Corporate Relations Manager is an integral member of the Alberta Division fundraising team that strives to fulfill the mission statement of the Multiple Sclerosis Society of Canada.

Responsibilities:

- Develop relationships with fundraising staff to ensure successful implementation of Alberta programs and events.
- Develop relationships with client services staff to ensure successful implementation of Alberta client services programs.
- Act as a resource to Alberta MS staff by providing materials, expertise and handling of inquiries related to sponsorship.
- Develop and service relationships with Alberta sponsors, TeamMS captains and suppliers in collaboration with other department fundraising staff.
- Liaise with volunteer groups like the Development Committee.
- Develop and manage sponsorship programs and work within annual development budget to meet program objectives.
- Cultivate relationships with current sponsors and volunteers.
- Works closely with TeamMS program to identify potential sponsors.
- Identify new corporate partners and make calls and presentations to prospective sponsors.
- Assess existing and new corporate partnerships and sponsorship potential, and identify opportunities to meet the business needs of the MS Society and corporate clients
- Develop client relationships, write comprehensive proposals, and ensure the successful execution of all activities

Qualifications:

- University degree with at least five years experience in a not-for-profit environment managing fundraising programs or a related professional business environment or equivalent education and experience

- Experience managing staff, corporate clients and/or working with senior staff and /or volunteer boards is considered an asset
- A CFRE accreditation, volunteer work and bilingualism considered an asset
- Excellent oral and written communication skills including developing strategic plans, reports, presentations etc.
- Self-motivated and mature with an ability to develop goals and objectives and implement strategies with minimal supervision
- Exceptional client relations and customer service skills, and ability to work collaboratively with internal and external stakeholders
- Ability to maintain confidentiality and display discretion at all times.
- Ability to work successfully within different organizational structures and feel comfortable with both junior and senior reporting relationships
- Excellent project and time management skills with the ability to prioritize multiple responsibilities and produce results
- Problem solving and conflict resolution skills and ability to practice good decision-making, especially under pressure
- Excellent computer skills, including proficiency with MS Word 2000, MS Outlook, MS Excel, MS Publisher, MS PowerPoint, and Internet Explorer.
- Ability to work in a team-focused environment and work with junior and senior staff within the MS Society

Location: Edmonton. Occasional travel within Alberta will be required. Ability to work occasional evenings and weekends may be required as necessary.

Please submit cover letter and résumé, including salary expectations, by **4:30 p.m. on Monday, March 1st, 2010** to:

Alison Hagan
150-9405 50 St., Edmonton, AB T6B 2T4
 Facsimile: (780) 479-1001 Email: alison.hagan@mssociety.ca

*The MS Society of Canada embraces diversity and encourages all qualified applicants to apply.
 We appreciate your interest and will contact you if a meeting is required.*