



Director of Corporate Relations – Full-Time Position

Washington, D.C. Office

Position Summary

The Director of Corporate Relations will directly report to the Senior Vice President of Corporate Relations. The primary responsibility of this role is to manage the fundraising efforts of the USHCC with a focus on retaining and expanding the Corporate and Hispanic business member portfolios. This position will work closely with the SVP to identify new revenue sources by building and maintaining strong relationships with major corporations and Hispanic Business Enterprises (HBEs). This will be achieved through high-value programs, events, and content that align with USHCC's mission, values, partner priorities, and industry trends. In addition, the Director of Corporate Relations will also be responsible for growing the portfolio of business members and retaining the existing portfolio by providing excellent service and addressing needs promptly and effectively. The role also entails establishing strong relationships with the Procurement Council Advisory Board (PCAB) and the Senior Executive Corporate Advisory Board (SECAB) to play a key role in their respective areas.

Responsibilities

Strategy, Vision, and Leadership

- Responsible for managing day-to-day business development activities, including identifying new business prospects and contributing to high-quality proposal submissions.
- Drive the creation of a culture that values performance, innovation, quality, efficiency, communication, collaboration, learning, and integration.
- Implement strategic networking to build and leverage partnerships, identifying opportunities.
- Serve as a business relationship counselor and provide guidance and support to the leadership of USHCC.

Operations

- Prepare and present formal proposals to prospective and current business partners and community members based on their needs and priorities.
- Actively participate in Hispanic business-related events, meetings, and national conferences.

- Analyze industry conferences, seminars, and meetings to increase USHCC involvement and competitive presence.
- Responsible for timely invoicing of Corporate Partner Memberships, Hispanic Business memberships, sponsorships, and special projects.
- Responsible for handling the sponsorship deliverables related to Signature Event Sponsorships.
- Serve as a spokesperson and lead point person on interactions with PCAB and SECAB advisory council members.
- Manage the CRM system to ensure accurate rosters and records for current and prospective members and partners.
- Administer the Student Fellowship Development department program.
- Work with the senior management team to develop the annual development department budget.

Team Development/Management

- Promote a culture of high performance, continuous improvement, and learning that values commitment to quality.
- Mentor and develop the HBE and corporate relations team using a supportive and collaborative approach consistently.
- Establish and monitor fundraising staff performance and development goals, assign accountabilities, set objectives and establish priorities.

Qualifications

- Bachelor's degree in business, Public Relations, Communications, Marketing, or a related field is required.
- Experience in successfully representing an organization to high-level donors and business partners with executive presence.
- With at least 5-7 years of relevant account management experience in fundraising, business development, or client/customer service, including 3 years in a leadership role.
- Innovative thinker with a record of turning strategy into action.
- Displays exceptional decision-making, creative problem-solving, negotiation, and conflict-resolution skills.
- Exceptional management skills that enable effective influence and engagement with direct and indirect reports and peers.
- Excellent time management skills: making decisions in a changing environment, anticipating future needs, and identifying priorities.
- Energetic, flexible, collaborative, results-oriented, and proactive. A team player who can positively impact finance and administration initiatives.

- Possesses excellent skills in drafting solid proposals, writing grants, conducting analysis, and creating effective presentations. Additionally, has a strong command of spelling, grammar, and punctuation.
- Effective communication skills, including public speaking, to interface with senior management, USHCC's Board of Directors, and staff.
- Having fluency in the Spanish language and an understanding of Hispanic business culture is a plus.
- Experience in the non-profit sector is preferred but not required.
- Strong commitment to USHCC's mission.

Benefits

- Medical, Dental, and Vision insurance
- Paid federal holidays
- Paid time off (PTO)
- 401K

USHCC is committed to providing equal employment opportunities (EEO) to all employees and qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, political affiliation, genetics, disability, age, veteran status, or any other basis protected by law.

About USHCC

The United States Hispanic Chamber of Commerce (USHCC) has been a national leader creating prosperity for the Hispanic business community since its creation 45 years ago in 1979. Through the power of our network of more than 260 Hispanic Chambers of Commerce and Hispanic owned small business enterprises throughout all 50 states, the District of Columbia, and Puerto Rico, the USHCC is the leading organization to empower and invest in America's Hispanic business community. The USHCC actively promotes the economic growth, development and interests of more than five million Hispanic-owned businesses that, combined, contribute over \$800 billion to the American economy every year. It also partners with over 160 major American corporations on strategic initiatives with shared objectives. The USHCC's mission is to foster Hispanic economic development and to create sustainable prosperity for the benefit of American society. For more information, please visit www.usbcc.com

To apply for this role, please send a cover letter and resume to Careers@ushcc.com.