



Confronting
Lung Cancer
Starts Here

MANAGER, CORPORATE RELATIONS

GO2 for Lung Cancer is seeking a motivated, organized, independent problem-solver with experience in the biotech/biopharma industry, non-profit development, or account management. This person will assist with research, day to day operations, and solicitations of companies, helping to increase and secure corporate revenue to meet organizational funding needs. Our ideal candidate is professional, pays close attention to detail, excels at communicating, completes tasks by deadlines, and prioritizes projects effectively.

This position may be fully remote.

TO APPLY:

Use this URL to apply through Indeed's website:

<https://www.indeed.com/job/manager-corporate-relations-9d3251b7278d300c>

*****Please include a COVER LETTER WITH SALARY REQUIREMENTS, along with your resume. *****

Salary range: \$55,000-\$70,000 per year

POSITION SUMMARY

The Manager, Corporate Relations is a member of GO2's development department working closely with the Director, Corporate Relations. This position will help manage GO2's portfolio of corporate donors to include corporations not only within the biotech and biopharma sectors, but corporations outside of these sectors as well. This position will assist with research, day to day operations, and solicitations of companies, helping to increase and secure corporate revenue to support GO2's mission.

The Manager, Corporate Relations is responsible for operational support of the Corporate Relations team. The Manager, Corporate Relations will utilize GO2's donor database and systems, work with program leads on funder reports, and ensure appropriate corporate recognition across GO2's channels.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with a disability or disabilities to perform the essential functions.

- Works with Director, Corporate Relations to help manage and solicit corporate supporters via email requests and portal submissions

SAN CARLOS, CA OFFICE
1100 Industrial Rd., #1
San Carlos, CA 94070
650.598.2857

WASHINGTON, DC OFFICE
2033 K Street NW, Suite 500
Washington, DC 20006
202.463.2080

HELPLINE
1.800.298.2436

- Drafts and submits proposals (via online portals and email requests) to potential funders and utilize database to track progress
- Works with Director, Corporate Relations and programmatic leads to develop proposals and reports for funders
- Collaborates with GO2 marketing and communications team to ensure marketing benefits are appropriate and accurate
- Develops, manages, solicits, and grows a portfolio of corporate event sponsors
- Helps manage organizational presence at corporate meetings during major medical/research meetings including preparing schedule and company background briefs for each meeting
- Organizes annual update calls from industry partner medical leads with GO2 science and research team and other GO2 departments as needed
- Researches new companies, both pharmaceutical and private corporations, to grow the corporate portfolio and tracks actions in database
- Schedules and leads introductory calls with new potential corporate partners
- Represents the organization at various events, conferences and meetings throughout the year

Other duties as assigned. This job description is not designed to cover all activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change at any time with or without notice.

SUPERVISORY RESPONSIBILITIES

This is not a supervisory position.

COMPETENCIES

- Self-motivated with excellent judgment and problem-solving skills
- Excellent organizational, prioritization, project and time management skills
- Able to prioritize, manage projects, communicate and collaborate well with others in a diplomatic, positive style
- Exceptional verbal and written communication and collaboration skills
- Ability to respond quickly and professionally with a keen attention to detail to meet deadlines and achieve results
- Ability to work effectively within a larger team and with diverse groups and individuals
- Flexible and adaptable; ability to perform well in a fast-paced environment
- Interest in the scientific concepts driving the lung cancer early detection and treatment landscape
- Knowledge of and experience with fundraising database (Raiser's Edge NXT preferred) or similar CRM software; ability to manage, produce and analyze reports
- Computer Proficiency, specifically with Microsoft Word, Excel, PowerPoint, Teams; databases
- Demonstrated sensitivity in handling confidential information
- Willingness and ability to travel nationally

REQUIRED EDUCATION & EXPERIENCE

- Bachelor's degree required; advanced degree preferred
- 2 – 3 years of relevant experience, preferably in non-profit development or account management

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

This job will be performed in an office environment, GO2 office or remote/home office, primarily sitting at a desk and using a computer and phone. In order to perform the essential functions of the job, the employee must be able to operate a computer and other office equipment. The noise level in the work environment is usually low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAVEL REQUIREMENTS

This position will require occasional travel to GO2 office locations, conferences, and events nationally.

EEO STATEMENT

GO2 for Lung Cancer provides equal employment opportunities and consideration to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

GO2 for Lung Cancer provides exceptional benefits, including:

- Market-competitive compensation
- Health plan choices including PPOs & HSAs, fully paid for individuals
- Dental and vision plans, fully paid for individuals
- Fully paid Life Insurance plus AD&D
- Fully paid Short Term and Long Term Disability coverage
- 403b retirement plan with 5% employer discretionary contribution, fully vested immediately
- EAP – Employee Assistance Plan
- Generous Parental Leave Policy
- Generous vacation leave, sick leave, and holidays
- Flexible work schedules
- Fully remote work with laptop and equipment provided, as well as stipend for cell phone and Internet

COVID-19 considerations:

We follow CDC guidelines; wear masks as appropriate, practice social distancing, maintain sanitization and approved employee travel when deemed safe. GO2 for Lung Cancer requires that all employees be fully vaccinated.