

## JOB TITLE: CORPORATE SOLICITOR

Matthew 25: Ministries is seeking a full time Corporate Solicitor to be a part of our expanding team. This is a customer-service position with a focus on creating and maintaining relationships with potential supporters, working as part of a team to maintain accurate records and reports, and communicating with businesses, corporations, manufacturers, and other organizations to facilitate donations of excess, obsolete, or unsalable products to the ministry. We want the products they would typically throw away.

### SCHEDULE

Full Time, Monday - Friday

### PAY

\$34,000 - \$36,000 / year salary + benefits

### THE SUCCESSFUL CANDIDATE WILL WORK WELL BOTH INDEPENDENTLY AND AS PART OF A TEAM WITH THESE PRIMARY RESPONSIBILITIES:

- Contact organizations to solicit in-kind donations by performing cold calls and phone calls on a daily basis, informing them about Matthew 25: Ministries' work, and explaining corporate partnership benefits.
- Build positive and ongoing relationships with corporate contacts in various departments and fields of work.
- Be available to travel to meet with corporate contacts and attend trade shows throughout the year (paused for 2021).
- Maintain thorough and accurate records of communication, receipts, expenses and other data.
- Achieve weekly, monthly and annual individual and Matthew 25 Ministries' goals.
- Answer questions about the Ministry, being willing to research and follow up as needed.
- Maintain a detailed schedule and meet time constraints daily.
- Work independently and proactively.
- Represent Matthew 25: Ministries in a professional and positive manner at all times.
- Accomplish organization's goals by completing related tasks as needed and in a timely manner.

### DESIRED SKILLS AND EXPERIENCE:

- Bachelor's degree is preferred.
- 2-3 years' experience working in customer service and/or sales demonstrating increasing levels of responsibility.
- Good interpersonal skills. Must enjoy working and interacting with a wide variety of people and organizations.
- Positive and friendly attitude, and willingness to learn.
- Strong written and verbal communication skills.
- Excellent time-management and organizational skills. Ability to take on multiple projects at once and prioritize tasks.
- Basic knowledge of Microsoft Word, Excel and Windows.
- Willingness to be involved in miscellaneous tasks as the needs arise, particularly during disaster responses and special events.