



RALIANCE
(Hiring Agency – NAESV)

Job Description

Job Title: Corporate Research Associate
Department: RALIANCE
Reports To: NAESV, Managing Partner
FLSA Status: Full Time, Exempt
Location: Remote
Work Hours: Primarily Regular Business Hours
Travel Expectations: Occasional travel to regional and national locations.

About The Role

We are seeking an innovative, creative, analytical, and strategic person, who is passionate about our values and guiding principles and mission of empowering industries, sectors, and systems to create organizational cultures free from sexual harassment, misconduct, and abuse. The individual must be able to navigate the intersections of corporate culture and needs with the expertise of a complex nonprofit collaborative. The ideal candidate enjoys solving complex problems, works effectively with cross-functional teams, can work independently with minimal supervision or direction, and thrives in a fast-paced setting that is constantly evolving.

Working closely with the RALIANCE Team, the Corporate Research Associate is responsible for identifying and making contact with suitable corporate partners in order to establish contact aimed at developing and deploying effective transformational partnership strategies. The Corporate Research Associate will be responsible for extending a professional level of customer service to RALIANCE's prospective and existing corporate partners, building connections and developing relationships.

We are looking for an associate, experienced in researching coordinate, to implement and evaluate RALIANCE projects. **The CRA must excel at interpersonal communication, relationship building, project planning, corporate engagement, and business evaluation. The CRA must have a solid foundational understanding of the non-profit sector and excellent oral and written communication skills. The Corporate Research Associate must keep a strong pulse on current events, news, and emerging needs for RALIANCE and potential clients alike in the topics listed above and more. This individual will play an instrumental role as brand ambassador.** This is a full-time, remote position.

The Corporate Research Associate will be supervised by RALIANCE's partner agency leadership, (namely, National Alliance to End Sexual Violence) and work closely with the Managing Partners, Managing Director and Project Manager. RALIANCE's key partner agencies include ValorUS, National Sexual Violence Resource Center/Pennsylvania Coalition Against Rape and National Alliance to End Sexual Violence (NAESV).

What You'll Do

Business Liaison

The primary role of the Corporate Research Associate is to build and maintain RALIANCE's client partnerships, and identify opportunities for RALIANCE to further expand its influence to empower industries, sectors, and systems to create organizational cultures free from sexual harassment, misconduct, and abuse. Key activities include:

- Identify prospective new clients/partners and conduct initial outreach to identify appropriate contacts and contact information.
- Field and initiate colds with leads to prepare introductions to members of the RALIANCE Leadership team.
- Help create effective marketing collateral.
- Regularly assess RALIANCE Business growth and make recommendations for improvements of marketing strategy efficacy.

Brand Ambassador

The Corporate Research Associate will represent RALIANCE and advocate for RALIANCE's mission, vision, and development. Key activities include:

- **Champion RALIANCE's mission, vision, and strategic framework**
- **Elevate customer service and ensure customer satisfaction**
- Represent RALIANCE at national meetings, conferences, trainings and events, as needed.
- Advocate on behalf of RALIANCE with corporate enterprises and other external stakeholders, including in-person travel and meetings, and via the media where appropriate.

Administrative:

The CRA will have several responsibilities to ensure the effective administrative function of RALIANCE. Key activities include:

- Provide weekly or daily reports to the management team about news stories that pertain to RALIANCE's areas of work.
- Conduct research that will assist RALIANCE staff in securing contracts for service.
- Prepare quarterly and annual reports and presentations to assess and communicate progress made in partnership development and related activities and deliverables.
- Participate in national meetings, conferences, trainings and events. Make public presentations in areas of expertise.
- Help plan and implement RALIANCE events.
- Participate in staff and team meetings, in-service trainings, other meetings as required, and perform other duties as assigned.

EDUCATION and/or EXPERIENCE

Required:

- At least five years related experience and/or training; or equivalent combination of education and experience required.
- Familiarity and experience working in corporate environment in a business development/business management, or marketing role.
- Excellent interpersonal, communication, networking, leadership, and public speaking skills; professional writing and editing skills; and the ability to be collaborative, highly organized and flexible.
- Strong ability to quickly understand sexual violence advocacy/prevention; and be able to implement into feasible business opportunities.
- Strong ability to stratify complex ideas into actionable items.

- Self-motivated with great interpersonal skills engaging internal and external experts to forge relationships and networking
- Ability to work independently and with minimal supervision.
- Experience conducting research utilizing a wide range of sources including printed material, internet, databases, and identification of alternative information sources.
- Excellent oral and written communication skills. Experience delivering oral presentations to diverse professionals and audiences, including workshops and presentations.
- Ability to recognize and identify information of value to RALIANCE partners and stakeholders
- Knowledge and application of database and word-processing systems including Microsoft Office, social media, and other online resources.
- Must be organized, flexible, and multi-task oriented. Able to identify and respond to shifting priorities. A self-starter that can work within a team environment and handle a variety of tasks with urgent deadlines. Must be detail oriented.
- Ability to maintain cooperative and professional demeanor with corporate and business leaders, vendors, consultants, allied professionals, and members of the public. Enjoyment in interacting with people and creating an accessible environment. Excellent customer relations approach.
- Capacity to work in a fast-paced program and manage multi-faceted services.
- Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations. Experienced in developing programs in response to diverse needs.
- Accept and abide by mission and philosophy of RALIANCE.
- Availability to travel extensively statewide/nationwide, some overnights and weekends. When driving is necessary must have access to a car, insurance and a valid driver's license.

Preferred:

1. Bachelor's degree (B. A.) in Business Management, Marketing, Communications, Public Health, Social Work, Education or similar field from a four-year college or university. Extensive experience, demonstrated skills, and aptitude considered in lieu of education.
2. Experience with the subject matter of sexual violence is highly desired

Position open until filled.

Submit resume, cover letter, two writing samples and three references to:

info@endsexualviolence.org

Posted January 9, 2023

- **RALIANCE is an Equal Opportunity Employer**
- **RALIANCE encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.**
- **RALIANCE makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.**

REQUIREMENTS

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational and negotiation skills. Excellent customer service skills.
4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create an accessible environment.

OTHER DUTIES AS REQUIRED

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.