



NEWELL RUBBERMAID, INC.

Manager, Corporate Contributions **Position Description**

We're Newell Rubbermaid, a global marketer of consumer products with a powerful brand family that touches people everyday in everything they do. From hardware to storage to cookware, they are products that are useful, well made, and customer and consumer focused. It's our people that make it all possible. Their passion for innovation and dedication to the values of our organization impact our business everyday to produce positive results and competitive rewards for their contributions.

Our commitment to supporting a diverse workplace and work environment is based on sound business judgment, a desire to win the war for talent by attracting and retaining the very best employees, and a fundamental belief in and respect for the individual. Interested in making the world a better place? We invite you to explore our current opportunities:

POSITION RESPONSIBILITIES

Reporting directly to the Vice President, Inclusion & Diversity and Corporate Philanthropy, this position has responsibility for the development and management of Investing in Community programs. Primary responsibilities will include:

- Manages employee directed giving and volunteer programs
- Manage the GIFTS grant system and leading the contributions committee.
- Managing relationships with partners while providing strategic advice and support intended to help achieve the overall partnership's goals.
- Support the day-to-day activities of IIC, including cash and in-kind contributions, and employee and executive involvement and sponsorship activation.
- Receive, Review & Process requests for support, including providing initial recommendations, conducting site visits, monitoring investments, and overseeing sponsorship activation.
- Establishing outcome criteria and monitoring the effectiveness of IIC investments.
- Helping to maintain a cohesive contributions committee, ensuring representation across business units.
- Collaborating with business units and marketing representatives to ensure the integration of IIC programs.
- Serving as an informed, encouraging, positive, sharing, and experienced resource for employees and executives.
- Oversees sponsorship activation,

EXPERIENCE/QUALIFICATIONS

The successful candidate must have the following experience, qualifications and skills:

- 5 – 7 years experience in corporate community relations and contributions
- Advance user of GIFTS (MicroEdge) grant applicant tracking system
- A strong working knowledge of corporate social responsibility and cause-marketing
- Strong experience with organizing and leading employee-directed giving programs
- Ability to professionally and positively represent the company to the community
- Excellent written and oral communications skills
- Demonstrated relationship development, relationship management and project management skills.
- Minimum of a Bachelor's Degree is required.
- Experience working in the nonprofit sector and with fundraising is a plus.

PERSONAL CHARACTERISTICS

This individual must bring the following personal characteristics and style:

- A passion for community and civic engagement.
- A style characterized by energy, a sense of mission, and the willingness to take the initiative and face risks.
- Self-direction and a natural sense of urgency.
- Inherently trustworthy, ethical and fair.
- The ability to “take the lead” combined with the willingness to support and enable others.
- Comfortable in a team setting working in close partnership with others.
- Be an active listener who accepts input and constantly seeks to improve.
- Naturally proactive and prone to action.
- High comfort level with and an appreciation for interacting with highly diverse colleagues and groups.

Legal Disclaimer:

Newell Rubbermaid And its Divisions are Equal Opportunity Employers and are Drug Free Organizations. M/F/D/V are encouraged to apply.

[To apply please use the below link:](#)

<http://nwl.taleo.net/careersection/2/jobdetail.ftl?lang=en&src=JB-10520&job=1000906>