

POSITION PROFILE

On behalf of our client



FSR is conducting a retained search for their

Corporate Development Manager

for

Headquarters

1329 18th Street NW

Washington, DC 20036

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ORGANIZATIONAL BACKGROUND



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About USPAACC

USPAACC is the oldest and largest organization representing Asian American and Asian American-related groups in business, sciences, the arts, sports, education, public and community services. Located in the heart of the United States capital in Washington, DC, they are considered a thought leader with a 30-year track record in business matchmaking accomplishments, strong partnerships with corporations, government, and Asian American businesses, USPAACC is poised to raise the bar to yet another level.

Susan Allen founded the US Pan Asian American Chamber of Education Foundation (USPAACC) in 1984 with a group of business and civic leaders in Washington, DC and California, to bring the diverse Pan Asian American business and professional people together as one unified voice in business, commerce and trade. In 2001, Susan won two Federal cases for her clients, took a sabbatical leave from her law practice, volunteered for USPAACC as its National President & CEO, and took USPAACC to a new level. She did not return to practice law and remained full time National President & CEO. The headquarters is located at 1329 18th Street, NW Washington, DC 20036. There are five regional chapter locations nationwide.

The Mission of USPAACC

Our mission is to be the gateway to corporate and government contracts, Asian American (includes East, South and Southeast Asian and Pacific Islander) suppliers, information about Asian Americans and the Asia and Indian Subcontinent markets

- Promote and propel economic growth
- Support contract relationships
- Advocate for Asian Americans & Minorities
- Invest in the Future
- Embrace Diversity
- Represent a very diverse ethnic group

Vision Statement

The vision of USPAACC is to be recognized as the premier educational, training and networking organization that connects business to business to government, and that opens doors to contract, professional and educational opportunities to Asian Americans and their partners in Fortune corporations, government, nonprofit organizations and the small and minority business community.

Programs USPAACC offers are:

- CelebrAsian Procurement Conference
 - One-on-One Business Matchmaking
 - Meet the Disrupters: How They Transform Industry
 - Under 40 Millionaire Entrepreneurs: Agents of Change
 - Fast 100 Asian American Businesses
 - What's Your Pitch: Innovations Meet the Market
 - Doing Business with Corporations in Construction and Manufacturing Sectors
 - Doing Business with the Federal Government under the New Administration
 - CPO Forum
 - CTO/CIO Forum
 - College Scholarships
- Procurement Connections & Contracts
- Certification
- Fast 50/100 Asian American Businesses
- Microgrants
- Business Leadership Series
- Business Express
- Legislative Briefings and Advocacy



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- Asian Business Leadership Awards
- Chamber Training Institute
- Corporate MBE Fellowship
- Asia Trade Mission

USPAACC Members

After many years of building relationships and alliances between our member Asian American and minority suppliers and our contracting member organizations, our synergy has and continues to generate many win-win supplier diversity success stories we are all very proud of. Our enthusiasm to join together to build one unified business voice for the Asian American and minority community has resulted in abundant successes for both the contractors and the contracting organization.

- Corporate Members
- Government Partners
- Non-Profit Members
- Asian & Minority Members



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THE POSITION

Purpose of the Corporate Development Manager Position

Reporting to the National President & CEO (CEO) of USPAACC, the **Corporate Development Manager (CDM)**, ensures fulfillment of the USPAACC stated mission, philosophy, goals, and objectives on an on-going basis. Main function is to recruit and acquire new corporate and large nonprofits (corporate) memberships and sponsorships. Manage existing corporate account relations. Responsible for renewals and management of those accounts. Develop a plan to acquire new members and sponsors as well as provide documentation of efforts to the CEO. Work closely with the Program Manager (PM) and the Asian American Business (AAB) team.

Scope

Membership & Sponsorship Development

- Recruit and acquire new corporate membership and sponsorship.
- Renew existing corporate membership and sponsorship.
- Provide and handle corporate membership services for those that have been recruited and for existing corporations.
- Prepare weekly progress reports on the recruiting efforts and results.
- Set up weekly goals on calls, correspondence, etc.
- Set up monthly and quarterly goals on number of members and sponsors recruited.
- Develop a strategic plan that identifies procurement trends, potential members and sponsors, competition, commodities (products/services) in demand by corporations and large nonprofits, and development/delivery paths.

Reporting Structure and Process

- Confer and share with management and team, information obtained that is relevant and could contribute to planning and delivery of program that would appeal to and help members and sponsors in their mission and objectives.
- Manage corporate deliverables and ensure that management is consulted and informed throughout the process.
- Advise management and team on current market trends that impact various industries and USPAACC, in order to competitively define development and expansion goals.
- Define value proposition for target industry and corporate partners and key customers.
- Collaborate with the teams from the Program and AAB Departments to develop new products and service offerings.

Qualifications

- Bachelor's Degree. Education and training in Human Development Sciences, Sales & Marketing, Communications and/or related fields.
- Strong executive level contacts with large corporations and/or government agencies.
- Excellent communication skills, must speak and write English well.
- Ability to cold call, enjoy talking to new people on the phone, and efficient and clear in messaging.
- Able to work long hours under pressure, especially two months before the national conference in June.
- Be comfortable and enthusiastic about working in an entrepreneurial and fast paced environment.
- Prior nonprofit business development experience in a leadership capacity.
- 5 years of Sales experience preferred.
- Some travel required.

THE IDEAL CANDIDATE

The ideal candidate is a self-starter with an entrepreneurial drive. Having experience in membership and sponsorship development is key. Results oriented, seasoned professional with a strong bias for action, a can-do attitude, and a focus on specific, ambitious goals. She/he will preferably have a Bachelor's degree combined with five or more years working in a sales leadership role. Previous experience working in a non-profit environment is



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ideal. Strategic planning and strong negotiation skills are a must. The individual must have the interest and desire to work with the Asian American population. Previous experience working within the Asian community is a plus.

Desired Traits and Attributes of the Corporate Development Manager

- Must serve as a role model for staff as well as participating in corporate events, professional organizations and public appearances.
- Be a high-performing self-starter.
- A team player who is self-aware with excellent oral and written communications skills.
- Have integrity, and good judgement.
- Ability to create an environment that encourages personal and professional staff development.
- Must be solutions and results-oriented.
- Excellent communication style with good listening skills.
- Sophisticated and sensitive in handling corporate relationships because (1). Many corporations have existing relationship with National President and CEO and, (2) many corporations have existing relationships with existing USPAACC chapters.
- Fulfillment from building relationships.
- Cross-cultural sensitivity and fluency.

Experience Requirements

- Bachelor's Degree. Education and training in Human Development Sciences, Sales & Marketing, Communications and/or related fields.
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Location

Washington, DC

Located on the Potomac River bordering both Maryland and Virginia, Washington DC is the U.S. capital. It's defined by imposing neoclassical monuments and buildings – including the iconic ones that house the federal government's three branches: the Capitol, White House and Supreme Court. It's home to many iconic museums and performing-arts venues such as the Kennedy Center.



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About FSR

FSR is an award winning retained search and workforce solutions consulting management firm that serves clients nationwide to create the best cultural fit to meet our clients' hiring initiatives.

FSR uses uncompromising quality standards and methodologies to identify exceptional candidates, and provides a holistic picture so our clients can determine if the fit is right for their culture. This is carefully combined with the utmost respect for our candidates' optimal career planning and family requirements. We enjoy our work and we take our responsibilities to clients and candidates very seriously.

We take the time to understand the mission, vision, values and culture of our clients first to ensure the best fit for the organization and the candidate. We are committed to building long-term relationships with our clients so we can continue meeting their needs as they expand and grow over time.

FSR's consultants are well trained and our leadership has great familiarity in the industry we are doing the search. It is our practice to have a designated consultant for each of our clients to develop a deeper relationship so that they can provide great senior level candidates and insightful consultation information about the market.

To learn more about this position or to submit your resume, contact Melissa Shoemaker (contact information can be found on the cover page). All inquiries will remain confidential.



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