



Program Specialist for Corporate Engagement

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Please see Special Instructions for more details.

- The finalist will be subject to a Criminal Background Check and/or a Motor Vehicle Report
- The Search Committee will not contact references without first verifying permission with the finalist.
- Please ensure your resume reflects the knowledge, skills, abilities, and experiences to support your answers to the supplemental questions.
- UNC Charlotte Benefits Information: <https://hr.charlotte.edu/benefits/benefits-overview/> (<https://hr.charlotte.edu/benefits/benefits-overview/>)

Position Information

General Information

Position Number	000166
Vacancy Open to	All Candidates
Working Title	Program Specialist for Corporate Engagement
Position Designation	EHRA Non-Faculty
Employment Type	Time Limited - Full-time
Months per Year	12
Work Schedule	8:00 am – 5:00 pm; Monday – Friday with occasional evening and weekend hours required, as necessary.
Hours per week	40
FLSA Status	Exempt
Division	University Advancement
Department	University Advancement VC (Adm)
Work Location	Foundation Building
Salary Range	\$47,379 - \$60,000

Primary Purpose of Department

The Office of Corporate Engagement and Strategic Partnerships' primary purpose is to build and strengthen strategic partnerships with corporations and corporate foundations that align with the university's mission and fundraising priorities, ultimately generating philanthropic support, research investments, and other collaborative opportunities that benefit students, faculty, and institutional initiatives. It serves as a central hub for connecting corporate partners with university assets (such as faculty expertise, student talent pipelines, and innovation infrastructure) while fostering cross-campus collaboration to identify and pursue meaningful engagement opportunities. Additionally, the office ensures strong stewardship and impact reporting to maintain long-term, mutually beneficial relationships with corporate partners. The Office of Corporate Engagement and Strategic Partnerships is within the Division of University Advancement.

Primary Purpose of Position

The Program Specialist for Corporate Engagement will support the university's corporate engagement efforts by managing key initiatives that build and sustain partnerships with corporations and foundations. The position collaborates with and supports the Executive Director and campus partners to align corporate interests with university priorities, oversee prospect research and proposal development, and coordinate stewardship, reporting, and engagement activities. This role also supports fund development, ensures smooth program operations, and helps promote strategic opportunities across campus.

**Summary of
Position
Responsibilities****Project & Program Management:**

- Serve as a consultant, program manager, or project manager for assigned corporate engagement initiatives, aligning efforts with athletics, academic affairs, and advancement with the university's strategic goals.
- Support the development, delivery, and promotion of engagement initiatives and events.
- Assist with fund development and manage pre- or post-investment administration, as appropriate.
- Oversee administrative and operational processes related to corporate engagement programs.
- Ensure program/project accountability through the development, maintenance, and monitoring of project databases, schedules, and reports.
- Provide additional project support and perform other duties as assigned by the Executive Director.
- Collaborate and support on-campus corporate visits, meetings, and special events that strengthen external partnerships.

Fund Development & Communications Responsibilities:

- Prepare proposals utilizing graphic design software and writing skills to secure funding through a variety of revenue sources, including individuals, corporations, and foundations.
- Provide fundraising support to gift officers pursuing donations from corporations.
- Prepare key administrative leaders and volunteers to interact with prospects and donors through the development of briefings, materials, and presentations needed to coordinate successful cultivation and solicitation of donors.
- Lead the development and production of proposals that align with donors' interests and University priorities, collaborating with members of the team in the solicitation of corporations.
- Collaborate in the development of materials for campaigns and special projects with University Advancement Communications, Academic Affairs, and other University partners.
- Assist with the implementation of comprehensive corporate fundraising strategies.
- Prepare and submit written progress, compliance, and annual reports in accordance with funding agreement requirements.
- Lead the collection and submission of required reports, working closely with faculty and staff to gather relevant data and updates.

Donor & Corporate Partner Relations:

- Support the Executive Director in cultivating and maintaining effective relationships with internal stakeholders and external corporate and foundation partners.
- Collaborate with the Corporate Engagement and University Development teams to identify faculty, programs, or initiatives that align with corporate and foundation interests.
- Coordinate stewardship efforts for corporate donors in partnership with Donor Relations, Special Projects, Athletics, Research, and Academic Affairs.
- Proactively identify and address partner needs, ensuring alignment with institutional priorities and opportunities for collaboration.
- Coordinate logistical support for funding-related program activities, including receptions, symposiums, and campus visits.
- Knowledge of the principles, practices, and ethics of fundraising and gift administration.

Other Work/Responsibilities:

- Participates and/or assists in special projects and performs administrative duties, as assigned.
- Excellent verbal communication skills.
- Outstanding writing ability.
- Graphic design (Canva, other).

**Minimum
Education/
Experience**

- Bachelor's degree from an accredited institution.
- Two years of project management, preferably in a high-volume office.

**Preferred
Education,
Knowledge, Skills
and Experience**

- Experience with graphic design software (Canva or others), communications, marketing, and social media.
- Experience in higher education institutional advancement or non-profit operations.
- Goal-oriented self-starter with high-attention to detail.
- Computer literacy and competency with donor databases, Salesforce or other CRM systems, Canva, Adobe Creative Cloud products, Microsoft and Google suite of software products, project management software, and a willingness to learn new systems.
- Excellent verbal communication skills and outstanding writing ability, including the drafting and editing of communications for multiple audiences.

**Necessary
Certifications/
Licenses**

**Preferred
Certifications/
Licenses**

**Special Notes to
Applicants**

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Posting Open Date 03/13/2026

Posting Close Date 03/29/2026

Open Until Filled No

Proposed Hire Date

**If time-limited
please indicate
appointment end
date** 06/30/2027

Contact Information

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?

- UNC Charlotte Website
- HERC Job Board
- Inside Higher Education
- Mitratch Circa (formerly known as Local JobNetwork)
- Another Website
- Agency Referral
- Advertisement/Publication
- Personal Referral
- Other

2. Where did you learn about this posting?

(Open Ended Question)

3. * Do you have a Bachelor's degree from an accredited institution?

- Yes
- No

4. * Do you have two years of project management experience?

- Yes
- No

Applicant Documents

Required Documents

1. Resume / Curriculum Vitae
2. Cover Letter / Letter of Interest
3. Contact Information for References

Optional Documents

9201 University City Blvd Charlotte, NC 28223

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