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**BridgePoint Associates is proud to be supporting the USO  
in the search for a Corporate Development Officer.**

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**Corporate Development Officer  
San Francisco, CA**

**Why join our team?**

USO mission and exceptional team, around the world, make this a great place to work. We offer generous paid time off, including volunteer days and military leave. We have an exceptional 401k match, great benefits including training/education reimbursement and really fun team members that put the mission first. Working for the USO is more than a job. It's a calling. (Do what you like, like what you do)!

Here is what an independent external survey told us:

- 97% agree they like the work they do
- 90% are satisfied with the pay and benefits
- 95% would recommend working here to friends and family
- 95% would recommend the USO services to a friend

The Corporate Development Officer is responsible for cultivation, analysis, renewal and expansion of relationships with key corporate partners & corporate foundations in order to raise revenue and awareness in support of USO programs and services.

**Principal Duties and Responsibilities (\*Essential Duties)**

- Manage a portfolio of assigned corporate & corporate foundation partners. Lead and manage all development, growth, stewardship, support and renewal activities related to assigned key alliances and philanthropic partnerships, meeting or exceeding established annual goals.\*
- Manage and oversee contract creation, execution, fulfillment and associated logistical support for assigned accounts, ensuring that all terms and conditions are clearly defined, understood, and approved prior to execution and/or renewal.\*

**For additional information, please email Donna Nguyen at  
[DNGUYEN@BRIDGEPOINTASSOCIATES.NET](mailto:DNGUYEN@BRIDGEPOINTASSOCIATES.NET)**

# BridgePointassociates

7000 W. Palmetto Park Road | Boca Raton, FL 33433 | [www.bridgepointassociates.net](http://www.bridgepointassociates.net)

- Analyze and understand the business climate and overall operational health for assigned accounts. Identify, facilitate, leverage and optimize short- and long-term opportunities for continued revenue and in-kind support.\*
- Collaborate with internal and external partners on promotional items, creative material, presentations, and marketing content across multiple channels (i.e. social, web, press, etc.) maintaining compliance with established policies and standards.\*
- Maintain and organize contact lists, actions, proposals, reports and other records in fundraising software database.\*
- Prepare sponsor stewardship reports, including partnership deliverables from key stakeholders.
- Represent the organization at scheduled sponsor events, tradeshow and conferences as assigned.
- Other duties as assigned.

## Job Specifications

- Bachelor's Degree in Marketing, Business, Communications, or related field.
- 5+ years progressively responsible work experience in a corporate fundraising/development or business to business sales role. Relevant experience in a not-for-profit, military, multicultural and/or global organization preferred.
- Excellent communication and presentation skills. (Writing samples may be requested during the selection process.) Demonstrated ability to negotiate, interpret and fulfill contract terms and agreements.
- Strong interpersonal, customer service and problem-solving skills. Ability to interact with USO Leadership, the general public and military audiences at a variety of levels with integrity and professionalism. Ability to manage and influence external vendor relationships.
- Proficiency using computers and electronics equipment. General knowledge of various software, applications, and programs including but not limited to Microsoft Office Suite and constituent relationship management software. Familiarity with Raiser's Edge preferred.
- Demonstrated ability to exercise sound judgment related to controversial and/or culturally sensitive subjects. Ability to handle confidential information with tact and poise.
- Must show initiative, self-motivation, and attention to detail with the ability to manage multiple projects with competing priorities. Ability to adapt quickly and easily to changing organizational needs.
- Ability to achieve desired results while working collaboratively in a team environment.
- Ability to perform basic business/accounting functions -e.g., manage projects and reconcile budgets.
- Ability to obtain and maintain proper credentials necessary to access USO Center locations and facilities including but not limited to security, credit and/or background screening, SOFA status, valid driver's license.
- Must be a strong advocate of the USO's mission.

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## Details:

- This position is located in San Francisco, CA. Preference will be given to local candidates within commuting distance to the location.
- USO locations will adhere to local area and DOD guidelines regarding COVID vaccination/testing requirements. Employees may be required to be vaccinated or tested regularly per local requirements.
- Resume and cover letter are required for full consideration.
- Background check – education, criminal and driving 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 work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

If that's not enough to convince you, here are some **direct quotes from employees**:

- The organization truly cares about the people who work here.
- I have been with the USO for 4 years and have consistently been able to grow in my knowledge and position. It is a fun place to work and my work/life balance is manageable. The way the organization has handled COVID has been top notch - I never felt fearful that I would lose my job or be put in a situation where I did not feel safe. The benefits are great - PTO and 401k matching are top level.
- There is great consideration given and extended in the following areas: organizational core values for all, work-life balance, impact we can actually see (and even experience as a staff member- the feeling of making an impact is priceless), autonomy with respect to current position within the organization.
- Everyone is friendly and easy to talk to. We collaborate well together and share ideas and interests to create fun activities for our overall goal in the community. I couldn't think of a better organization to work for.
- The mission alone provides a positive and meaningful purpose, where people should want to work and be a part of. Most of the people who work for the USO and volunteer for the USO have giving hearts and want to make a difference. This also makes the organization a place where people would want to work.
- The mission and opportunities to make a Difference are amazing. There is no doubt that the USO is one of the most forward-facing, frontline serving nonprofits that I know of.

**Apply today and be a force behind the forces**

### **To Apply**

**All applicants should e-mail their résumé to Donna Nguyen at [dnguyen@bridgepointassociates.net](mailto:dnguyen@bridgepointassociates.net) (be sure to note the job title in the subject line of your e-mail). No phone calls please.**

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