



Title Position: Director of Corporate & Member Relations

Reports to: President & CEO

Salary Range: \$85,000 to \$120,000 + Annual Performance Incentive (up to 10%)

FLSA Classification: Salaried Exempt, 40 Hours Full-time Equivalent (Flexible, Partially Remote)

Supervises: Contracted Events Manager

About the Organization

Executives Partnering to Invest in Children (EPIC) is the business community's nonpartisan voice for early care and education. Powered by the business community's commitment, we work to ensure children have a great educational start in life and families have access to the child care resources they need to fully engage in the workforce.

EPIC drives solutions and advances policies that support family-friendly workplaces and communities by reducing regulatory barriers and growing public and private investment in child care. We lead with data, implementation expertise, and strategic advising—offering tailored support, building sustainable models, and shaping policies that benefit families, businesses, and the economy.

We are national thought leaders, trusted advisors, and committed advocates. At EPIC, we know that what's good for children is good for business.

Visit www.EPICimpact.org for more information on EPIC's impact.

Job Summary

The Director of Corporate & Member Relations is responsible for leading the overall strategy and execution of procuring and maintaining business community support for EPIC's mission. This includes the cultivation and stewardship of relationships with corporate and business members, active management of EPIC's corporate development pipeline and internal leadership and coordination for related efforts. This role leads the vision and execution of events, collaborates with external grant writers for corporate grant requests, implements strategies to support membership growth and retention, and leads sponsorship fulfillment and tracking for all EPIC events.

The ideal candidate has a passion for relationship-building and strong familiarity with the business community, excels at cross-functional project management, and brings strong experience in events and corporate giving and/or fund development.

Core Responsibilities

Corporate Engagement & Fund Development

- Lead strategy and execution for cultivating and stewarding relationships with corporate partners, business leaders and key supporters.
- Collaborate closely with the President & CEO and the Colorado Executive Director to build and maintain strategic partnerships with business organizations and corporations.
- Manage EPIC's corporate giving pipeline, including sponsorships, grants, and philanthropic partnerships.



- Collaborate with external grant writers to develop and submit corporate grant proposals and reports.
- Ensure fulfillment and tracking of sponsorship benefits across all EPIC events and initiatives.

Membership Strategy & Growth

- Implement EPIC's membership framework, driving recruitment, engagement, and retention of corporate and individual business members.
- Develop tailored strategies to activate members in thought leadership, education, advocacy, and community investment efforts.
- Track and report membership data using EPIC's CRM system to ensure accurate records, engagement insights, and performance metrics.
- Support access and utilization of membership benefits, including event attendance, recognition, and leadership opportunities.
- Coordinate with the operations team to ensure accurate invoicing, payment tracking, and financial reporting related to membership and sponsorship activities.
- Collaborate with Client Services team to develop a clear pipeline and process for engagement with business leaders across contracted projects and membership functions.

Event Leadership & Execution

- Cast the vision and lead execution for EPIC with signature events and other events co-hosted with partner organizations, including but not limited to the Annual Business Leaders Dinner, National Child Care Innovation Summit: Business Leaders in Action, policy-focused forums, member gatherings, and exclusive roundtables with elected officials.
- Supervise and collaborate with a contracted events manager to ensure high-quality event delivery.
- Set strategic goals and audience engagement plans for all events, including event content and programming.
- Oversee and manage the event and membership budgets, ensuring alignment with organizational goals and financial accountability.

Cross-Functional Collaboration

- Work closely with the Director of Communications and Marketing to align messaging, digital content, and outreach strategies with corporate engagement, events, and membership goals.
- Collaborate with EPIC's leadership team and board to report on metrics, evolve strategies, and ensure alignment with organizational priorities and strategic vision.



- Represent EPIC at external meetings, conferences, and networking events within the Colorado business community to build visibility.

Desired Qualifications

- 5+ years of experience in corporate relations, fundraising, membership development, or business engagement.
- Proven track record in managing donor pipelines, securing sponsorships, and cultivating high-level partnerships.
- Experience in planning or leading large-scale events and convenings.
- Previous experience or familiarity with early childhood education, workforce development, or related policy areas is a plus.
- Experience using CRM systems for relationship management and reporting.
- Budget management experience, including tracking, forecasting, and reporting.
- Existing relationships and strong familiarity with the Colorado business community are highly preferred.

Skills & Attributes

- Relationship-Driven: Exceptional interpersonal skills with a talent for building trust and long-term partnerships.
- Strategic Communicator: Ability to collaborate on messaging and digital strategies that resonate with business audiences.
- Community Connector: Active presence in the Colorado business community with the ability to represent EPIC at key events and convenings.
- Project & Budget Management: Strong organizational skills and ability to manage budgets and multiple initiatives simultaneously.
- Data-Informed: Comfortable using CRM tools to track engagement, analyze trends, and inform strategy.
- Collaborative Leader: Works well across teams and brings innovative ideas to enhance engagement and visibility.
- Mission-Aligned: Deep commitment to EPIC's vision of supporting children, families, and the workforce through early care and education.
- Tech-Savvy: Proficient in Microsoft Office suite, Asana, and CRM platforms, and comfortable learning new technology tools and building systems for efficiency.

Location

Denver Metro area preferred as the current EPIC team is Denver-based. Many events take place in or around the Denver Metro area, but EPIC also attends and hosts other events outside of the state and in rural, frontier and mountain communities of Colorado.



Working Environment

Duties will be performed in an office environment and/or remotely. Travel and attendance at off-site work events may be required, as well as occasional work events on evenings and weekends. Our staff is a small, tight-knit team that is driven by a shared passion for achieving our mission and vision. We are highly adaptive, fun, flexible, collaborative, and always willing to “roll up our sleeves” to get work done.

Physical Demands

Work is typically performed within a home or commercial office environment, with occasional driving and travel to attend events and meet with partners and business organizations across Colorado. Travel outside of the state of Colorado may be required along with overnight stays, but is not common for this role.

Other Duties

Assist colleagues and Board with miscellaneous projects as requested. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

EPIC values a culture of inclusion, flexibility, and fun, and is proud to offer the following benefits and family-friendly support:

- A flexible and fun work environment: employees are empowered to work remotely, manage family needs, and flex schedules as their job duties allow
- Access to quality health, dental, and vision care (90% of employee cost paid by EPIC)
- Short term disability, long term disability, and life insurance (100% paid by EPIC)
- Support with saving for the future through a 401K and an employer match (up to 4%)
- Monthly cell phone stipend
- Reimbursement of child care expenses for work events outside of typical business hours
- 2 weeks of paid sick leave, 3+ weeks of vacation, and 14 paid holidays

Executives Partnering to Invest in Children (EPIC) is an Equal Opportunity Employer. EPIC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

To Apply

Please submit your application through our [Gusto hiring portal here](#). Instead of a traditional cover letter, you’ll respond to the following short-answer questions within the application form:

1. Why are you interested in this position with EPIC?
2. What professional experiences do you have that are most relevant to this position?
3. Personally, what would make you a great fit for our team?



Candidates are encouraged to submit their applications no later than August 14th for priority consideration.