

Position: Manager of Corporate Contributions
Company: Kraft Foods Corporate Contributions Program

We have been retained by Kraft Foods to seek a Manager of Corporate Contributions. Kraft Foods, based in Northfield, Illinois, is the nation's largest packaged foods company and is the multinational food business of Philip Morris Companies, Inc., the world's largest consumer products company. In order to effectively express its strong commitment to corporate citizenship, Kraft funds are allocated each year to organizations that share a mutual interest with the company's philanthropic objectives. The Corporate Contributions department is responsible for the success and integrity of the national and local philanthropic programs of the company. In the US, the majority of giving is concentrated in areas that address the needs of children and families at risk.

The Manager of Corporate Contributions reports to the Director of the department, and works closely with the Director as well as the Corporate Affairs staff, in administering a comprehensive multi-million dollar corporate social responsibility program. This position is responsible for the identification, evaluation, and recommendation of non-profit organizations to receive philanthropic support from Kraft. Specifically this individual will be responsible for oversight of the Kraft Seafood Initiative as well as managing activities in the New Jersey and Westchester locations. This person also provides key input on department policy and strategic planning.

The Manager will have supervisory responsibility for personnel involved with grant review and management processes particularly for field grants. The person we seek will assist in coordination efforts on grant initiatives with various Philip Morris operating companies. Additionally, this individual will interface between corporate, operating groups, and plant management. The Manager of Corporate Contributions will serve as the department's liaison to Corporate Affairs for Contributions communications. This person will also provide assistance to operations within the contributions department.

The qualified candidate will have a minimum of eight years experience in grant making in a corporate setting with a preference for ten years experience in corporate grant making environment. This person will utilize his or her philanthropic and business background to ensure that the contributions program remains responsive to emerging community needs in a manner that is meaningful to the corporation. Additionally, the person we are looking for will have experience and maturity in dealing with a variety of publics.

We seek an exceptional administrator and manager who will make recommendations that will improve efficiencies particularly in efforts to build visibility of grantmaking activities. Finally, the new Manager of Corporate Contributions will demonstrate expert written and verbal communication skills, and will have a working knowledge of brand psychology and marketing strategies. He or she will have a Bachelor's degree; however, a MBA or other advanced degree is preferred.