



DIRECTOR OF CORPORATE AND FOUNDATION RELATIONS

Job no: 493070

Categories: Staff

Department: Corporate/Foundation Relations

The Director of Corporate and Foundation Relations is charged with overall strategy and execution of a program to secure financial support for defined priorities of Davidson College from corporate and foundation sources, whether local, regional or national. Central to this program is the identification, cultivation and solicitation of potential donors and the careful stewardship of relationships with existing donors.

In order to develop proposals that are aligned with the highest aspirations of Davidson College, the Director of Corporate and Foundation Relations must collaborate with cross-campus partners to develop project concepts, affirm direction, and write compelling proposals to submit to institutional funders. Once funds are received, this office is responsible for budget oversight and monitoring project progress to ensure grant funds are used accurately and that annual grant reports are submitted in a timely manner.

The Director of Corporate and Foundation Relations manages the cross-campus corporate engagement working group which collaborates to define, realize, and steward gifts to the college from corporate sources.

To attain grants that reflect institutional priorities, the Director maintains a strong working relationship with the Office of the President, members of the senior leadership team, the Associate Dean of Faculty, the Office of Grants & Contracts, Business Services, individual faculty, offices within College Relations, and various other entities throughout the college.

Responsibilities include:

- Oversee fundraising from foundations, including the identification of prospects, preparation and tracking of proposals, and documentation of grants.
- Coordinate the development, solicitation, and stewardship of corporate donors and sponsors through collaboration with the corporate engagement working group.
- Manage stewardship of institutional funders through careful budget tracking and completing annual grant reports.
- Partner with cross-campus colleagues to manage various grant processes and budgets.



- Support the Vice President for College Relations, Associate Vice President for Campus and Community Relations, and other fundraisers as requested and as pertains to institutional philanthropy.
- Direct the office of corporate and foundation relations including project management, goal planning/tracking, assistance with matching gift requests, best-practices research, departmental/organizational meetings.

Bachelor's degree, minimum five years work related experience, and fundraising experience required. Excellent project management, writing, and strong communication skills required. Corporate/foundation relations experience preferred. Ideally have familiarity with various institutional philanthropy resources, budget preparation/tracking, and/or grant making. If interested in applying, please go to <http://employment.davidson.edu> and complete the online application, including a cover letter and resume.

At Davidson College, we believe the college grows stronger by recruiting and retaining a diverse faculty and staff committed to building an inclusive community. In order to achieve and sustain educational excellence, we seek to hire talented faculty and staff across the intersections of diverse races, ethnicities, religions, sexual orientations, gender identities, ages, socio-economic backgrounds, political perspectives, abilities, cultures, and national origins.

Advertised: 17 JUN 2019 Eastern Daylight Time