POSITION DESCRIPTION

TITLE: Director of Corporate and Foundation Relations - (Exempt)

Collective Bargaining – Ineligible – Managerial

Definition – The Board approved definition of a managerial employee is and employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Director of Corporate and Foundation Relations is responsible for cultivating relationships with corporate and foundation partners to assist in meeting Institutional Advancement’s and St. Mary’s College of Maryland’s strategic goals. The position cultivates, solicits and stewards a portfolio of partners. The Director reports to the Vice President for Institutional Advancement and works collaboratively with colleagues across the campus to engage prospects locally, regionally and nationally.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.

- Manages relationships and builds a substantial portfolio of corporate and foundation funders in order to meet fundraising goals.

- Generates proposals and supporting documents and manages submissions by prescribed deadlines.

- Develops, recommends, and implements strategies for cultivating, soliciting and stewarding prospects and grantors.

- Provides technical assistance and guidance in the preparation, submission, processing, managing and reporting of corporate and foundation grants to those throughout the College.

- Tracks College corporate and foundation grant requests and their status. Works collaboratively with the Director of Research and Sponsored Programs on grants as appropriate.

- In collaboration with the Senior Development Officer overseeing donor relations, works to prepare appropriate thank yous, grant reports and impact reports.

- Maintains SMCM foundation and corporate data for tracking purposes.
Actively works to network and position SMCM as a value-added institution in the business sector.

Participates in research to identify new prospects and grant opportunities in line with the strategic fundraising goals of SMCM.

Assists in creating engagement activities such as events, site visits, dinners and the like for corporate and foundation prospects.

Manages discovery efforts to maximize value-added relationships such as internships and mentorships.

Travels to meet with appropriate corporate and foundation constituents to cultivate key relationships and identify financial opportunities.

Assists the VP for Institutional Advancement in strategic planning, including goal setting, metrics, assessments and tracking progress toward goals.

Assists in soliciting and stewarding sponsors for targeted events.

MINIMUM QUALIFICATIONS:

Education: Bachelor’s degree or higher.

Experience: A minimum of five (5) years of successful corporate and foundation work experience with a track record of securing grants and funding; experience with multi-year campaigns and securing gifts at the 6+ level preferred. Experience in higher education a plus.

Demonstrated success in building strong partnerships with corporate and foundation leaders.

Demonstrated success in using research tools to identify grant opportunities.

Demonstrated success in proposal writing techniques and processes.

Technical skills including proficiency in common office programs, donor records systems, messaging applications and Internet research.

Exceptional oral and written communication skills with the proven ability to engage and inspire.

Demonstrated effectiveness in working with a diverse student body, faculty, staff and/or other constituents.

Strong organizational and analytical skills with the ability to initiate, analyze, monitor, evaluate and advance strategic plans. Ability to lead groups and projects as well as function as a part of a collaborative team.

Ability to manage multiple projects and meet deadlines.

High degree of professionalism, ethical sensitivity, judgment and trustworthiness.
• Ability to travel, including nights and weekends.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.