



JOB DESCRIPTION

TITLE: Director of Corporate and Foundation Relations

COLLEGE/SCHOOL/DEPT: Advancement

DATE PREPARED: 3/9/2022

REPORTS TO: VP Advancement

FLSA: Exempt

POSITION SUMMARY:

The director of corporate and foundation relations promotes and fosters strategic relationships with corporations and foundations while seeking new funds in support of Heritage University's institutional priorities. The university's funding priorities include curricular and co-curricular programs, facilities, scholarships, and unrestricted support. The position is a revenue-generating position and reports to the vice president for university advancement.

The director will develop and set in motion an effective foundation and corporate engagement program. This individual will be responsible for writing grant proposals, letters of inquiry, reports and other communications to trusts, foundations, and select corporations that align with the Heritage mission. The scope of potential grant outreach is both local and national.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represent Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve.
2. Interact effectively with a diverse group of faculty, staff, students and other customers of our services, learn and use operating practices of the department and Heritage University.
3. Uphold the Heritage University Mission.
4. Handle confidential information with tact, discretion and in compliance with FERPA regulations.

Corporate Relations

1. Set strategic direction for and manage implementation of the university's strategic corporate relations agenda.
2. Manage a portfolio of corporate prospects of all capacity levels in various stages of development.
3. Develop partnerships with mutual benefit to corporations and the university that generate significant and transformational funding for the university.
4. Foster and leverage internal campus relationships to build productive corporate partnerships.
5. Cultivate and steward productive high-level partnerships between the university and existing and prospective corporate constituents.
6. Facilitate engagement of university leadership in cultivation and solicitation activities with corporate decision-makers to leverage strategic interests.
7. Plan and execute cultivation events and other opportunities to bring together targeted corporate partners with university leaders to cultivate their engagement with and support for strategic priorities.
8. Facilitate development and execution of partnership agreements and collateral materials to promote partnership opportunities.

Foundation Relations

1. Set direction for and oversee all aspects of university-wide foundation fundraising and engagement efforts to achieve the university's fundraising goals.
2. Foster strategic opportunities for university and foundation leaders to engage in conversations to advance the university's strategic priorities; provide strategic guidance on development of complex cross-institutional proposals and projects.

General

1. Maintain currency on best practices and trends in corporate partnerships, foundation giving, and sponsored research.
2. Lead the development strategy for cultivation, solicitation, and stewardship of institutional funders.
3. Write letters of inquiry, proposals and grant applications to generate financial support for new and existing programs and capital projects from foundations, family foundations, select corporations and government agencies.
4. Develop grant proposals in accordance with each grant-making entity's guidelines and areas of interest, and follow exactly each grantmaker's requirements for submission.
5. Engage quickly and easily with philanthropic networks and build funder relationships.
6. Maintain active grantmaker prospecting networks.
7. Maintain the grants calendar; monitor progress and ensure that all reporting and application deadlines are met on time or ahead of schedule.
8. Work closely with the campus constituents to identify and research potential funding opportunities to meet identified funding needs; recommend prospects and solicitation strategies to VP Advancement.

OTHER DUTIES AND RESPONSIBILITIES:

1. Perform other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. A strong background in fundraising, including experience at the management level, preferably at a small liberal arts institution.
2. Proven success in implementing effective strategies to engage corporations and in soliciting grant funds from foundations and institutions.
3. Significant experience working directly with trustees and foundation and corporate leaders and people of considerable achievement and financial means.
4. Meeting facilitation and presentation skills.
5. A track record of program management, development, and implementation.
6. Strong active listening skills and the ability to work and communicate effectively, orally and in writing, with a broad range of internal and external constituents, including corporate and foundation leaders, trustees, faculty, staff, students, alumni, parents, and friends of the university.
7. Highly developed computer skills including experience with Microsoft Word, Excel, and PowerPoint as well as constituent relations software Raiser's Edge.
8. The ability to travel.
9. The ability to work independently, solve problems, handle confidential information, and navigate sensitive situations.
10. Excellent organizational and planning skills as well as attentiveness to detail.
11. Bachelor's Degree required, Master's Degree preferred

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (names, email address & phone numbers of 3-5 current professional references).
- HU Employment Application

Review of applications will begin immediately and will continue until the position is filled.

Full consideration will be given to applications submitted by **Friday, April 1, 2022.**

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.