

**TITLE:**

Director of Corporate & Foundation Relations

**APPLICATION SITE:**

<https://www.careers.providence.edu>

**OVERVIEW:**

Develop strategies for the identification, cultivation, solicitation, and stewardship of corporations and foundations to support Providence College.

**ESSENTIAL DUTIES:**

1. Manage the corporate/foundation program to identify, cultivate, solicit and steward prospects for corporate and foundation support by developing relationships with corporations and foundation decision makers including the development, implementation, and continuing growth of a Corporate Partners Program. Develop a plan to integrate CFR priorities and opportunities into the overall development plan. Hire and supervise CFR team members.
2. Manage an individual portfolio of corporate and foundation prospects. Visit, cultivate, and solicit prospective organizations and corporations. Ensure that corporate and foundation proposals are systematically developed, researched, written and submitted in a timely and efficient fashion. Prepare stewardship reports and complete reporting requirements specific to each donor.
3. Build productive relationships with faculty, administrators and senior College leaders to increase the level of proposal activity. Participate actively in the identification of funding opportunities provided by private foundations to bring key, high priority initiatives to the attention of faculty, deans, and other administrative leaders. Collaborate with campus partners on proposal submissions.
4. Provide leadership to and collaboration with the College's office of sponsored research, building a strategic alignment and identifying opportunities for complementary projects and enhanced support for identified priorities.
5. Prepare and write appropriate outreach letters and other external/internal correspondence.
6. Maintain relationships with campus partners to ensure proper grant implementation throughout the cycle of each grant.

**MARGINAL DUTIES:**

1. Perform all other duties as may be required.

**EDUCATION/EXPERIENCE:**

- Bachelor's Degree from an accredited institution required.
- Minimum of six to eight years' relevant experience in fundraising, predominately in corporate/foundations work or an equivalent combination of education and experience.
- Significant previous grant writing experience with proven track record of success.
- Strong organizational skills and the ability to multi-task.
- Strong interpersonal skills.
- Strong oral and written communication skills.