



Job Title	Director, Corporate Relations & Foundations
PVN ID	CC-2306-005704
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	Development Office
Status	Full Time
Annual Salary	\$161,470.00 - \$162,470.00
Hour(s) a Week	35
Closing Date	Sep 12, 2023 (Or Until Filled)

General Description

JOB DESCRIPTION:

1. Work closely with institutional leadership (VP'S, Foundation's Executive Director, CFO, College President on new long-term fundraising campaign goal of 1 Billion Dollars and with Foundation's ED, CFO, and Associate Executive Director on foundation's updated giving policy and communications strategy with donors/prospects after recent foundation merger
2. Act as current Principal Investigator title for private corporate grants, as well as government-funded grants
3. Direct the college's external communications materials for fundraising (each of the eight CCNY schools' case statements, annual reports, other communication outreach proposals and supervise the writing and design process)
4. Onboard new corporate partners by developing strategy to include donors on school's key initiatives (innovation management, scholarship programs, faculty support, infrastructure and workforce development)
5. Build long-term, strategic relationships with non-governmental funders, primarily foundations and corporations to retain revenue and donors for the college's core mission, and strategic priorities and programs.
6. Conduct visits, correspondence, and regular communication in order to secure financial resources for the college's strategic priorities for college programs, centers and institutes and unrestricted funds.
7. Prioritize philanthropic gifts and in-kind support valued at \$100,000 or more; secure new funding to advance college's larger, institution-wide strategic priorities.
8. Coordinate key institutional donors' engagement with all parts of college to optimize donor support, and collaborate with divisions to drive cross-institutional, bid-idea funding opportunities.
9. Monitor institutional gifts of unrestricted or general operating support through corporate matching gifts and kinds of unrestricted funding liaises with companies who are seeking engagement resulting in donated and discounted services.
10. Build leadership, design and implement a college-wide corporate engagement strategy that results in an increased number of corporate donors; grow corporate engagement year over year.
11. Develop individualized strategies for corporate and foundation prospects and donors.

12. Maintain (in Raiser's Edge) up-to-date information on fund contacts, on planned solicitations and action taken to secure funding, including application and reporting deadlines.

Other Duties

RELATED OCCUPATION:

Manager, Corporate Relations & Foundation Grants or any other job title performing the following job duties:

1. Maintaining Raiser's Edge up-to-date information on funder contact people, on planned solicitations and actions taken to secure funding, including application and reporting deadlines using customer relationship management software (including Raiser's Edge) in particular data entry, donor record organization and cleanup (due to foundation merger), applying detailed understanding and knowledge of CRM software and specific use of the software by the employer, and conducting data maintenance.
2. Managing and stewarding gifts up to \$25,000. Managing the donor gift process (donor identification (analysis of potential donors), qualification (assessment of likelihood of giving), cultivation (relationship-building), solicitation (assessment of time frame and suitability for the request of a gift), recognition and stewardship (scheduled communications and inclusivity of donors with foundation activities).
3. Scheduling and coordinating donor visits with the Foundation's Executive Director by prioritizing and assessing donor communication strategies for interaction (one-time donors, sporadic donors, members/recurring donors, annual funds, major gifts, planned giving, board members). Working directly with the Executive Director, schedule face-to-face meetings that may require scheduling travel, shipment of gift items, and follow up, which includes adding meeting recap notes into CRM software. Mapping and structuring these donor groups (annual funds, high net worth prospects, multi-year contributors, first-time contributions, and/or focus of contributions into categories (including student support, scholarships, infrastructure, faculty support, community relations, etc., long term strategic planning of campus, including life sciences, workforce development, STEM-related fundraising).
4. Managing existing matching gifts programs with corporate institutions by using corporate matching systems of employee contributions (portals including Cybergrants, Double the Donation etc.) using tools including donation pages and platforms that include GiveGab, online donation forms, virtual and in-person events).
5. Building internal communications for projects, including department and division newsletters using marketing and public affairs language for higher education institutions, and engaging in project management (including creative input, design, writing skills, interdisciplinary skills to coordinate with faculty, marketing, Public Relations and community partners), with a focus on government relations (knowledge of community relations and public affairs as well as stakeholder management)
6. Writing up gift agreements and legal amendments with donors. Applying basic legal concepts of and nonprofit gift management guidelines: strategy in foundation leadership, by-laws, board management experience, conceptualization of new gift terms (spend down funds and endowed funds with investment earnings) aligned with foundation's policies and governance guidelines for not for profit organizations. Communicating with donors and prospects on current and future needs related to philanthropic giving and the college's strategic plan, and guiding donors who may be uncertain to ensure the best outcome for both donor and college.
7. Researching and scanning online search bases for new funding opportunities related to college's mission. Interpreting Requests for proposals (RFPs) and online search engines and portals including Foundation Search, Foundation Directory, Foundation Center, Grantwatch, Candid, etc. for new funding

opportunities, in additional languages and educational landscapes (including Western European languages) to assess international funding opportunities for research and institutional advancement. Identifying international funding based on opportunities, knowledge of international finance and philanthropy and communicate across borders.

8. Writing for annual reports and stewardship reports to corporate/foundation donors. interviewing and structuring expert and faculty voices, student accomplishments and leadership features to convey institution's mission, and compiling data of leadership, financial statements, institutional profile and key messages). Working closely with the CFO and financial department of the foundation in securing accurate financial information about fund performances, as well as close cooperation with academic units, Deans, department chairs on the impact of philanthropic gifts.
9. Interacting with donors (phone calls, visits, meetings). Planning and execution of donor relationship management in cooperation with foundation's Executive Director and alliance with database schedule of interactions and current giving levels (annual, bi-annual, monthly check ins) using direct mail, monthly newsletters, campaigns, events, phone solicitations, online donations.

Qualifications

Requires a Bachelor's degree in Communications and 4 years of experience in the job offered or 4 years of experience in the Related Occupation