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<b>Job Title</b>	Director of Foundation Relations
<b>PVN ID</b>	LE-2404-006244
<b>Category</b>	Managerial and Professional
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Institutional Advancement
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$135,000.00 - \$150,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 16, 2024 (Or Until Filled)

## General Description

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Reporting to the Vice President of Institutional Advancement, the Director of Foundation Relations is primarily responsible for soliciting foundations for the benefit of Lehman College. The Director of Foundation Relations will develop a portfolio, research foundations, build relationships, and write proposals, letters of inquiry, reports and all other associated correspondence to secure and manage grants.

The primary responsibilities of the Director of Foundation Relations include, but not limited to:

- Create and execute a multi-year foundation fundraising strategic plan;
- Develop proposals, collaborating with Deans, other faculty and senior administrators to create program narrative and budget;
- Build and maintain relationships with foundation staff and other leaders;
- Maintain an active and accurate calendar of proposal, report, cultivation and stewardship deadlines;
- Collaborate with Lehman College Institutional Advancement staff on foundation solicitation strategy, as appropriate;
- Provide support, as required, for large-scale Advancement initiatives, including events.

## Other Duties

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As a staff member and part of a team dedicated to securing philanthropic support for Lehman College, the Director of Foundation Relations will:

- Meet or exceed fundraising goals and metrics as set by the Vice President of Institutional Advancement;
- Maintain an annual calendar of foundation grant deadlines related to proposals and reports;
- Maintain accurate records related to grant use and reporting;
- Understand the philanthropic landscape in the New York City area, including the Bronx, Northern New Jersey, Westchester and Connecticut;

- Independently exercise ethical and sound judgement, and maintain the highest standards of confidentiality;
- Provide support, as required, for large-scale Advancement initiatives, including but not limited to the annual Gala;
- Perform related duties as assigned.

## Qualifications

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Bachelor's degree from an accredited four-year college or university and six years' related experience. Continuing education including CFRE or similar certification is preferred.

A minimum of four years related experience should be in a higher education setting.

### PREFERRED QUALIFICATIONS

Lehman College Institutional Advancement seeks an exceptional individual to join our team as the Director of Foundation Relations. The ideal candidate will have the following high-level knowledge, skills, and dispositions:

- Goal-oriented mindset;
- Excellent written and oral communication skills;
- Ability to build relationships with all individuals;
- Excellent organizational, managerial, budget management, and problem-solving skills;
- Diligence and self-direction coupled with the ability to plan, execute, assess, and improve;
- A positive, warm and friendly attitude, characterized by integrity, honesty, openness, flexibility, sound judgment, and adherence to high ethical principles;
- Ability to work collaboratively across unit and divisional lines; and
- A working style rooted in respect for differences and a commitment to equity and inclusion.