

GORDON COLLEGE

POSITION DESCRIPTION

Title: Director of Foundation and Corporate Relations

Function: The Director of Foundation and Corporate Relations provides leadership to the College with grants and externally-sponsored programs from foundations, government agencies and corporate partners to support Institutional priorities with the stated purpose of increasing revenue growth. The Director will nurture existing relationships and establish new relationships to create long-term partnerships for the Institution. The Director reports to the Associate Vice President for Advancement, serves as a standing member of Major Gifts Team.

Description of Responsibilities:

- In support of Institutional priorities, facilitate submission of grant applications, generating revenue for the College, maintain ongoing pipeline of opportunities and utilize moves management as appropriate.
- Direct Foundation and Corporate Relationships in functions including but not limited to:

Relationship Management

- Cultivate a visible, trusted presence with foundation and corporate decision-makers, ensuring the College has a seat at the table when funding and granting decisions are being made.
- Actively steward foundation, government, and corporate relationships in the spirit of Unreasonable Hospitality.
- Personally visit key prospects and, as appropriate, arrange visits for the President, Provost, or other College representatives to make visits and develop relationships.
- Plan and execute events and campus site visits as they relate to grant-funded programs.
- Attend major College events which support Advancement, the Provost, and the President when needed.
- Actively participate in professional grant writing circles, associations, and networks.

Pre-Award

- Collaborate with the Senior Leadership Team via the Associate Vice President for Advancement to maximize funding for Institutional priorities, academic programs, and faculty research.

- Maintain close understanding of Advancement initiatives, campus programs, faculty research interests, and new/existing academic programs to identify good fit with funders and funding priorities.
- Research funding prospects, assessing fit with Institutional priorities and developing appropriate plan of approach.
- Work cooperatively with trustees, the President, senior administrators, the Provost, Deans, faculty, and the Advancement team to identify new potential sources of funding.
- Facilitate development of grant proposals and corporate sponsorships to a wide variety of funding sources (governmental, business/industry, and philanthropic). Oversee and in some cases develop program narratives, budgets, and proposals. Submit proposals and manage contracts on behalf of the Institution to fund programs and projects.
- Oversee strategic utilization of Salesforce and technical tools to manage opportunity qualification, cultivation, solicitation, and revenue projections. Maintain submission deadlines and ensure that proposals and grant applications are timely, professional, and accurate.
- Supervise additional staff and external contract grant writers as applicable.

Corporate Relationships

- Build an institutional strategy for corporate relations.
- Cultivate and steward a portfolio of corporate partnerships for the College.
- Work cross-departmentally to support and grow corporate relations.

Stewardship

- Collaborate with Finance and Advancement staff to steward donors with excellence.
- Steward relationships with program managers and project leaders to ensure compliance with gift agreements.
- Maintain reporting requirements/manage deadlines and stewardship for all corporate, foundation, and government donors, including thank-you letters for the President and Provost.

Building a Grant-Seeking Institutional Culture

- Contribute to grant-seeking, grant management, and contract guidelines and procedures for the Institution.
- Meet with leadership and staff regularly to discuss research opportunities. Pursue opportunities and tools that will support and stimulate grant seeking.

- Implement and manage a comprehensive and proactive plan to expand Gordon's restricted funding, thereby substantially growing gift income from these sources; participate in goal setting and projecting annual cash-in as a member of the Major Gifts Team.
- Collaborate with academic deans and participate in strategic conversations around Institutional priorities.

Required Knowledge, Skills and Abilities:

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

- Bachelor's degree; master's degree preferred
- Five or more years' experience in fundraising; previous experience with foundations preferred
- Two or more years' experience in grant writing
- Expert-level proficiency in Excel required; previous experience with Salesforce is also a plus.
- Strong understanding of, and proven track record of successful fundraising from corporations, foundations, and government agencies
- High-energy individual with strong writing and verbal skills
- Strong organizational and inter-departmental communications skills and the ability to provide leadership to administrators and faculty in a collaborative environment.
- Demonstrate an understanding and passion for the mission of the Christian liberal arts education

FLSA Status: Exempt

Hiring Range: \$120,000-\$140,000 annually

In our Christ-centered community, faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions and agree to work within [Gordon's community standards](#) to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God through justice, equity, diversity, and inclusion.