

## **GORDON COLLEGE**

### ***Position Description***

**Title:** Director of Foundation and Corporate Relations

**Function:** The Director of Foundation and Corporate Relations leads efforts to secure funding from foundations and corporate partners to support the College's strategic priorities. This role focuses on increasing revenue through grants and sponsorships, managing relationships, and developing long-term partnerships. The Director reports to the Associate Vice President for Advancement and works closely with the Director of Academic Grants and Sponsored Projects.

#### **Key Responsibilities:**

##### ***Grant Development and Management***

- Identify and pursue non-academic grant opportunities aligned with institutional goals.
- Manage a pipeline of funding prospects and track progress using moves management.
- Develop and submit grant proposals and sponsorships, including budgets and narratives.
- Ensure timely and accurate submission of applications and reports.
- Supervise staff and external grant writers as needed.

##### ***Relationship Management***

- Maintain and grow relationships with foundation and corporate funders.
- Coordinate visits and meetings with key stakeholders, including senior leadership.
- Attend major College events which support Advancement and the President.
- Represent the College at relevant professional associations and networking events.

##### ***Pre-Award Coordination***

- Work with senior leadership to align funding opportunities with institutional priorities.
- Research and evaluate potential funders; develop and steward approach as Major Gift Officer.
- Collaborate with internal stakeholders to identify new funding sources.
- Use Salesforce to manage cultivation, solicitation, and revenue tracking.

##### ***Post-Award Coordination***

- Partner with Finance and Advancement teams to ensure appropriate use of restricted funds.
- Oversee reporting and compliance with grant terms.
- Lead stewardship efforts, including donor communications and acknowledgments.
- Maintain accurate records of submissions, awards, and expenditures.

##### ***Corporate Engagement***

- 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.

### ***Building an Institutional Grant-Seeking Culture***

- Help establish grant policies and procedures.
- Encourage and support grant-seeking across departments.
- Contribute to annual fundraising goals as part of the Major Gifts Team.
- Participate in strategic planning with academic and administrative leaders.

### **Qualifications**

#### ***Education and Experience***

- Bachelor's degree required; master's preferred (fields such as business, finance, or accounting).
- Minimum five years of fundraising experience; foundation experience preferred.
- At least two years of grant writing experience.
- Advanced Excel skills required; Salesforce experience preferred.

#### ***Knowledge, Skills and Attributes***

The successful candidate will:

- have a strong understanding of, and proven track record of successful fundraising from corporations, foundations, and government agencies
- be a high-energy individual with strong writing and verbal skills
- possess 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

In our Christ-centered living and learning community at Gordon College, 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 in order 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.

Position Code:

Grade:

FLSA Status: