



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Director of Corporate and Foundation Relations
Department:	Institutional Advancement
Reports To:	Vice President for Institutional Advancement & Chief Advancement Officer

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Reporting to the President for Institutional Advancement, the Director of Corporate and Foundation Relations is responsible for maximizing philanthropic support from corporations and foundations as well as appropriate government sources through grants and contracts. Through close collaboration with the Vice President for Academic Affairs, School Deans, and program leaders, the Director is expected to identify academic priorities appropriate for external funding; determine potential corporate or foundation sources for funding these priorities; and lead the cultivation and solicitation of these prospects. The Director is expected to build upon the University's existing established relationships with a number of national and regional foundations and corporations in order to continue and increase their support of University priorities. In addition, the Director will identify, cultivate and solicit new funding prospects to increase the level of support for these priorities.

Examples of Duties and Responsibilities:

- Manage relationships with a portfolio of corporate and foundation funders.
- Identify and cultivate new relationships with prospective corporate, foundation and government funding sources.
- Coordinate priorities for University proposals with the Vice President for University Advancement.
- Personally visit key prospects and arrange visits for the President, Vice President for Academic Affairs, Deans or other appropriate University representatives.
- Solicit philanthropic support from prospective funders through the preparation and submission of written proposals; assist the Vice President for Academic Affairs, Deans and faculty with proposals; and shepherd the application process to timely and successful completion.
- Oversee stewardship of corporate, foundation and government funders and their grants to the University and ensure the submission of timely and accurate reports.
- Oversee the documentation of all activity with corporate and foundation funders and prospective funders within the Raiser's Edge database.
- Maintain up-to-date reports on all proposal submissions including documentation of dollars requested vs. awarded.
- Establish benchmarks and standards for reporting on corporate, foundation and grant relations' activities and results.
- Manage office workflow and priorities.
- Additional related duties as assigned.

Knowledge, Skills and Abilities:

- Demonstrated success with cultivating, soliciting, and closing six-figure and seven-figure gifts from alumni, parents, friends, corporations, and foundations.
- Expertise in campaign fundraising planning and implementation.
- Excellent writing, editing, and story development abilities
- Proficiency in a wide range of digital platforms including websites, social media platforms (Instagram, Twitter, YouTube, Facebook, LinkedIn, etc.) and design software; willingness to adopt new technologies
- Up to date on industry trends and able to stay ahead of the curve
- Excellent organizational and project management skills and ability to meet deadlines
- Able to think analytically and strategically
- Capable of working well as part of a team as well as independently
- Outstanding relational skills
- Great multitasker and capable of simultaneously managing multiple projects with different deadlines

Minimum Hiring Standards:

Education	A bachelor degree required
Years of Experience	At least 8-10 years of progressive experience in development with an emphasis on major and or principal gifts within higher education.
Years of Management/Supervisor Experience	3-5 years fundraising relevant experience desired

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