Senior Director, Corporation and Foundation Relations (full-time)
University Advancement
Position 101665

Position Summary: Reporting to the Associate Vice President for University Advancement, the Senior Director of Corporate and Foundation Relations is responsible for pursuing, securing, and stewarding substantial grant and sponsorship support (annual overall seven to eight figure goal), from corporations and private foundations for annual and multi-year programs and initiatives across the 12 schools of The Catholic University of America. The Senior Director will carry a special focus on substantially growing funding from the corporate sector, collaborating with specific schools and their development staff on corporate-friendly priorities and projects. The incumbent will manage a portfolio of 60+ corporations and foundations toward an aggressive annual revenue goal and supervise one staff member (director of corporate and foundation relations).

Essential Responsibilities Include: Actively seek new opportunities for corporate and foundation funding/sponsorship, initiating contact on behalf of the University and leading on-site and off-site meetings with funders and corresponding faculty/deans. The position will manage proposal preparation, which includes strategy, writing, editing, setting up the ask, and internal proposal approvals process. Coordinate with school-based directors of development/major gift officers, their Deans and faculty in pursuing foundation/corporate initiatives specific to those academic centers. Where necessary, coordinate with the University’s Sponsored Research Office on grants for research support. In conjunction with the Associate Vice President, develop an annual work plan that incorporates an overall revenue goal and targets for proposal activity, renewal rate, expanded funder relationships, and new funders/sponsors, among other metrics. Train and successfully guide academic partners through the proposal development process placing special emphasis on modeling and shaping ideas that power transformational gift and sponsorship opportunities for the University.

With the University Advancement team and the Schools, organize and execute an institution-wide stewardship and fulfillment plan for corporate sponsors and foundation grants that clearly articulates roles and responsibilities among all actors and delivers best-in-class stewardship on the use of these funds. Working with the team, develop a system for sending around information about funding trends, RFPs, or other data and information useful to academic colleagues in building out their philanthropic priorities.

Minimum Qualifications: A Bachelor’s Degree required and seven (7) to ten (10) years of professional experience working with corporations and major national/international private foundations with staff, including personal solicitation experience at the six and seven-figure level, with documented record of productivity. Candidates from backgrounds in higher education or the nonprofit/NGO sector will be considered. The Senior Director must be a highly energetic and detail-oriented professional with a solid and verifiable track record of building relationships and closing institutional gifts and grants of six and seven figures. The successful candidate will possess the ability to work in an environment that emphasizes metrics and success as well as working independently and as part of a team. He/she will have a demonstrated ability to take initiative and be a self-starter; manage projects; determine priorities and maintain a high degree of professionalism and confidentiality. An entrepreneurial spirit is required in an exciting and fast-paced growing philanthropic program at CUA. Excellent interpersonal and oral skills and demonstrated effective writing skills will be required as will strong organizational and analytical skills and the ability to manage multiple projects. Candidates meeting the above requirements who also have the ability and willingness to travel; work occasional evenings and weekend hours are encouraged to apply.

Complete proficiency in Microsoft Office, including Word, Excel, and PowerPoint; familiarity with Millennium (alumni and donor database software) preferred but not necessary. Excellent proofreading and editing skills; strong interpersonal, written and verbal communication skills are essential; ability to prioritize work and manage through general office procedures.

Possession of current and valid U.S. driver’s license appropriate to the type of university vehicle and an acceptable Motor Vehicle Driving Record (MVR) as stipulated in the Vehicle Guidelines and Procedures Manual administered through the office of Environmental Health and Safety. Annual clearance of MVR check through the Office of Environmental Health and Safety.
Ability to work independently, under deadlines, without close supervision; self-direction in the initiation, coordination and completion of tasks; acute attention to detail. Excellent relationship-building and volunteer engagement skills; ability to work effectively with internal and external constituencies, including individuals of significant influence and affluence.

**How to apply:** forward cover letter, resume and salary expectations (**salary requirements are considered part of application process**): CUARecruitment@cua.edu. Reference position 101665 or position title in subject line of email. Please do not include photos on resumes and save documents with first/last names. Applications close on 8/31/16.

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