

## **Director, Foundation Relations**

### **Fairfield University**

Please apply through Fairfield University's employment page:

[https://ffd.wd1.myworkdayjobs.com/en-US/EmploymentOpportunities/details/Director--Foundation-Relations\\_JR0001454?q=foundation](https://ffd.wd1.myworkdayjobs.com/en-US/EmploymentOpportunities/details/Director--Foundation-Relations_JR0001454?q=foundation)

DIVISION: Academic Affairs

DEPARTMENT: Office of Research and Grants (ORG)

**BASIC FUNCTION:** Serves as the leader and manager of all University fundraising from private and family regional, national and international foundations; identifies new foundation prospects for University priorities and faculty research; supports the development of proposals, working collaboratively with academic administration and faculty in identifying projects and programs and matching them with appropriate foundations; consults and provides feedback on foundation proposals with faculty; makes cultivation/solicitation visits to selected foundations individually and in concert with the President and other University administrators; manages foundation stewardship plan. Collaborate with the Marketing Department to highlight grant awards. Develop and deliver content as it pertains to Foundation Relations work for campus-wide webinars and workshops sponsored by ORG. Strengthen network ties with peer institutions and foundation representatives.

**UNUSUAL WORK CONDITIONS:** Some local and national travel.

**KNOWLEDGE AND SKILLS NEEDED:**

**EDUCATION:** Minimum of Bachelor's degree; advanced degree preferred or equivalent related experience.

**EXPERIENCE:** Minimum 5 years in development/fundraising with related experience in institutional fundraising.

Supports professional development, training and supervision of Work Study and/ or Graduate Assistant

**REPORTS TO:** Executive Director for the Office of Research and Grants

**ESSENTIAL FUNCTIONS:**

1. Leads and manages the Foundation Relations program. This involves:

- working collaboratively with the Executive Director of ORG for university-wide projects as well as with the Deans of the individual schools and Directors of the Centers to strategize and implement successful foundation fundraising,
- developing and administering training workshops and/ or consultation meetings that advance faculty and staff knowledge of the grant application process,
- managing the project development process for teams of faculty and staff involved in the design of programs and related budgets, including award kick-off meetings with department administrators to ensure understanding of budget management and reporting,
- cultivating current and potential private foundation prospects through a comprehensive stewardship process that includes written reports, periodic letters, emails, progress updates, and visits,

- supporting strong connections between ORG, Advancement and key campus partners to maximize the funding potential of all current funding priorities and,
  - maintaining all acknowledgement letters and reports associated with the foundation fundraising activities.
2. Identify new foundation prospects for university priorities. This involves:
    - reviewing of RFP postings, philanthropic journals and publications, foundation fundraising list serves, and private foundation web sites,
    - Training the Graduate Assistant to support grant research and grant recommendations
    - participating in the strategic long-range planning discussions with the Executive Director of ORG as well as the Deans and Directors of the University's schools and Centers to leverage collaborations and interdisciplinary opportunities within the University to position the institution for success in foundation fundraising.
  3. Support the development of written documents including proposals, letters of inquiry, project budgets, and reports. This involves:
    - working with faculty and staff as proposals are written providing them with information related to an appropriate proposal outline, foundation specific guidelines, information on grant competition, and other related information about the proposal package.
  4. Develops stewardship strategy in collaboration with marketing, faculty and staff, identifying ways to keep foundation representatives informed and engaged and both planning and participating in cultivation/solicitation visits to selected foundations
  5. Manages foundation stewardship program, including preparation of correspondence and acknowledgements for the President. This involves:
    - maintaining a tracking system of all foundation leads, active foundation grants, proposal deadlines, and general reports that are due,
    - working with faculty and staff to prepare the appropriate materials on a timely basis,
    - arranging site visits when appropriate,
    - working with a Graduate Assistant to develop acknowledgement letters for grant awards.
  6. Develop and deliver content as it pertains to Foundation Relations for campus-wide webinars and workshops sponsored by ORG.
  7. Participates in ORG and University special events and meetings as requested by the Executive Director of ORG/ORG team members and University departments for the accomplishment of established goals.
  8. Participates in the growth and development of the department. This involves:
    - promoting a courteous image as a University representative,
    - attending departmental and divisional staff meetings as requested,
    - monitoring developments in Development through membership in professional associations, attendance at workshops and seminars and in the reading of professional literature.
  9. Promotes safe and secure working conditions. This involves:
    - promoting the proper utilization of equipment and materials, notifying Supervisor immediately of any unsafe working conditions.
  10. Performs other duties as related or dictated by responsibilities.

\*Hybrid work schedule possible.

SALARY RANGE: \$75,000 - \$85,000 annually for a 35-hour work week.

Duties may be changed and/or be added at any time.